PeopleSoft Financials and Supply Chain Management 9.2

PeopleSoft Payables

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54 PeopleSoft Payables Reports

PeopleSoft Payables Reports: A to Z 1

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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.

Locally Installed PeopleSoft Online Help

If you're setting up an on-premises 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. Installable PeopleSoft Online Help is made available with selected PeopleSoft Update Images and with PeopleTools releases for on-premises installations, through the Oracle Software Delivery Cloud.

Your installation documentation includes a chapter with instructions for how to install the online help for your business environment. The documentation zip file may contain a README.txt file with additional installation instructions. See *PeopleSoft 9.2 Application Installation* for your database platform, "Installing PeopleSoft Online Help."

Installable PeopleSoft Online Help now includes PDF versions of each PeopleBook. For more information, see Understanding Locally Installed PeopleSoft Online Help.

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 three main types of common help are:

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- Application Fundamentals
- Using PeopleSoft Applications
- Using and Managing the PeopleSoft Online Help

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.

Finally, *Using and Managing the PeopleSoft Online Help* (this guide) introduces you to the setup, features, and usage of the online help system.

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.

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Typographical Convention	Description
⇒	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, Country, 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.

An example of a region-specific heading is: "(Latin America) Setting Up Depreciation"

Region Identifiers

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

- Asia Pacific
- Europe
- Latin America
- North America

Country Identifiers

Countries are identified by a three-letter country code. The following are examples of country identifiers that may appear in the PeopleSoft Online Help:

- ARG (Argentina)
- AUS (Australia)
- CAN (Canada)
- NLD (The Netherlands)

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Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following are examples of industry identifiers that 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 Application Fundamentals: Understanding Keyword Search within Components topic.

PeopleSoft Training from Oracle University

PeopleSoft Video Feature Overviews on YouTube

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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1

Getting Started with PeopleSoft Payables

PeopleSoft Payables Overview

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

PeopleSoft Payables enables you to:

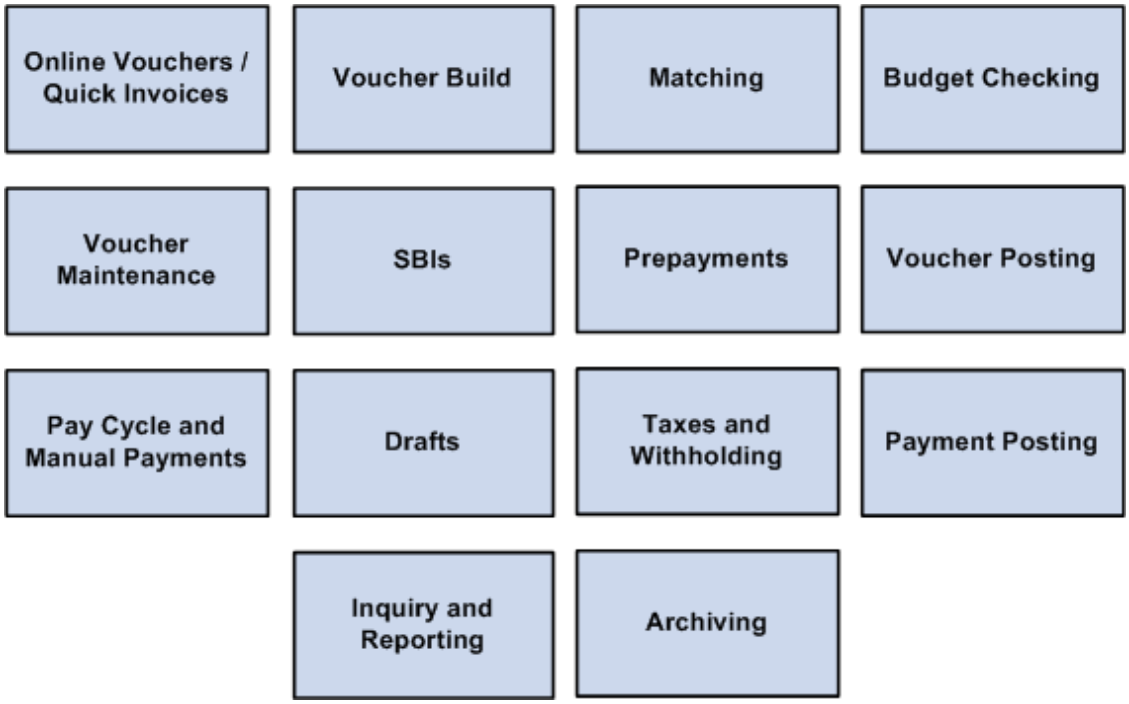
- Create vouchers and payments using manual and automatic processes.
- Establish country-specific tax and withholding requirements.
- Match vouchers with purchase orders and receipts.
- Post vouchers and payments.
- Maintain vouchers throughout their life cycle.
- Create drafts, single voucher payment, prepayments, and self-billed invoices.

  Optionally, send electronic payments to PeopleSoft Financial Gateway.
- Analyze accounts payable information using online inquiries and by generating reports.
- Archive accounts payable data.

PeopleSoft Payables Business Processes

The following diagram lists PeopleSoft Payables business processes. The business process topics discuss these business processes.

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The Payables Business Processes are defined by Run Control IDs and Run Control Parameters available in their associated run control pages. You can do a mass update of the Run Control Parameters for these Payables Business Processes in their associated Run Control pages by using Run Control Date Update page. For more information, see *Enterprise Components*, Understanding the Run Control Date Update Framework.

PeopleSoft Payables Integration Touchpoints

To fully take advantage PeopleSoft Payables, you need to understand the points of integration between PeopleSoft Payables and the other PeopleSoft applications from Oracle that you have purchased, such as:

- PeopleSoft Asset Management.
- PeopleSoft Billing.
- PeopleSoft Claims Management.
- PeopleSoft Cost Management.
- PeopleSoft eSettlements.
- PeopleSoft Expenses.
- PeopleSoft General Ledger.
- PeopleSoft Inventory.
- PeopleSoft Pay/Bill Management.
- PeopleSoft Payroll.
- PeopleSoft Project Costing.
- PeopleSoft Purchasing.
- PeopleSoft Lease Administration.

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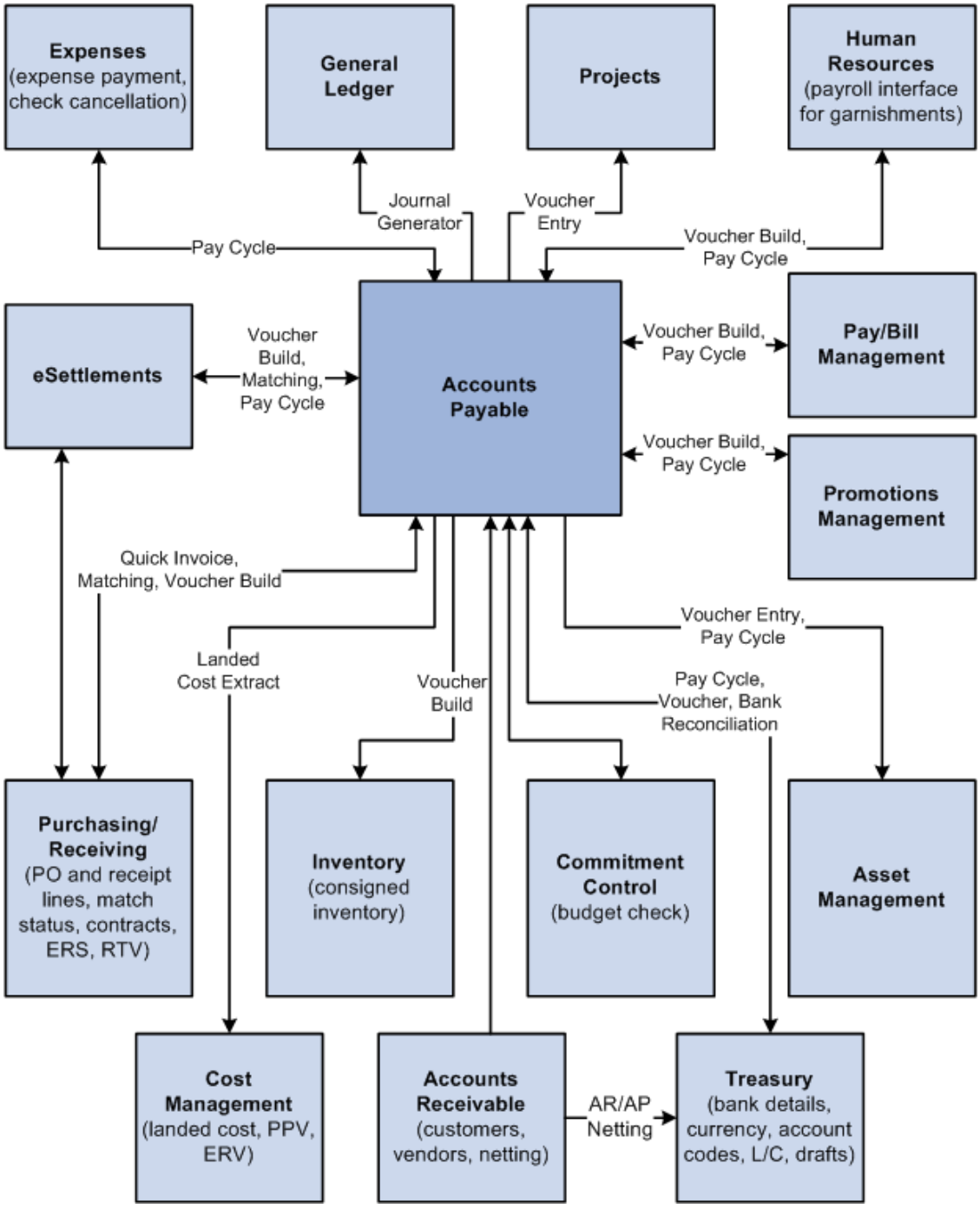
- PeopleSoft Receivables.
- PeopleSoft Student Administration.
- PeopleSoft Treasury Management.
- PeopleSoft Work Order Management.

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

The implementation topics discuss integration considerations. Supplemental information about third-party application integrations is on Oracle's My Oracle Support website.

The following diagram illustrates how PeopleSoft Payables integrates with other PeopleSoft products.

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Important

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

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PeopleSoft Asset Management

Along with PeopleSoft Purchasing, PeopleSoft Payables is a key collection point for asset information that flows into PeopleSoft Asset Management. This flow of asset information from vouchers works hand-in-hand with the flow of information from receiving documents that is recorded in PeopleSoft Purchasing to ensure accurate and up-to-date records.

See Asset Lifecycle Management Fundamentals: Processing Purchasing and Payables Transactions with Asset Management

PeopleSoft Billing

PeopleSoft Billing uses PeopleSoft Payables to process interunit invoices.

See Understanding Voucher Build Processing

See PeopleSoft Billing: Running the Generate AP Vouchers Process (BIGNAP01)

PeopleSoft Claims Management

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

See Modifying Claim Vouchers.

PeopleSoft Cost Management

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

See Understanding the Landed Cost Extraction Process.

PeopleSoft eSettlements

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

Whether capturing an XML invoice or creating an invoice through PeopleSoft eSettlements, you run the PeopleSoft Payables Voucher Build Application Engine process (AP_VCHRBLD) to create invoices in PeopleSoft eSettlements. Next, run the PeopleSoft Payables Matching Application Engine process (AP_MATCH) against your vouchers, purchase orders, and receipts to ensure accurate payments. Finally, use the PeopleSoft Payables Pay Cycle Application Engine process (AP_APY2015) for generating those payments.

PeopleSoft Expenses

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

See Understanding the PeopleSoft Payables Payment Interface.

PeopleSoft General Ledger

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

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

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See Application Fundamentals: Understanding Journal Generator.

See PeopleSoft Commitment Control: Integration of Commitment Control with PeopleSoft Applications.

PeopleSoft Inventory

PeopleSoft applications support consignment inventory, the practice whereby a supplier stores goods at a customer's location without receiving payment until after the goods are consumed. The PeopleSoft Consignment Inventory feature, which enables you to implement this strategy across your entire enterprise, integrates a variety of functions within the PeopleSoft Purchasing, Inventory, Production Management, Cost Management, and Payables applications.

See Understanding Voucher Build Processing.

See PeopleSoft Inventory: Understanding Consigned Purchases in Inventory Management.

PeopleSoft Pay/Bill Management

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

See PeopleSoft Pay/Bill Management: Understanding Staffing Suppliers.

PeopleSoft Payroll

The practice of payroll deductions being paid through an accounts payable system is standard. PeopleSoft Payables enables you to accept third-party payments from PeopleSoft Payroll.

See Understanding Voucher Build Processing.

PeopleSoft Project Costing

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

See Understanding Voucher Processing and the Voucher Life Cycle.

PeopleSoft Purchasing

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

See Understanding Voucher Processing and the Voucher Life Cycle.

See Understanding Voucher Build Processing.

See Understanding the Matching Process.

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PeopleSoft Lease Administration

PeopleSoft Lease Administration generates information that the PeopleSoft Payables Voucher Build process can build into lease payment vouchers, and the PeopleSoft Payables inquiry functionality can use for inquiries.

See PeopleSoft Lease Administration Data.

See PeopleSoft Lease Administration: Running the Interface to AP/Billing Process.

PeopleSoft Receivables

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

See PeopleSoft Receivables: Processing Refunds.

PeopleSoft Student Administration

PeopleSoft Payables generates refund tuition checks for PeopleSoft Student Administration.

See Understanding Voucher Build Processing.

PeopleSoft Treasury Management

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

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

See Understanding PeopleSoft Payables Payment Formats.

See Pay Cycle Processing Using the PeopleSoft Financial Gateway.

PeopleSoft Work Order Management

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

See Understanding Source Document Copy Functionality.

PeopleSoft Payables 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 must enter data into the component tables, and links to the corresponding documentation.

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

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Component	Component Interface	Reference
Account (GL_ACCOUNT)	ACCOUNT_CF	See Application Fundamentals: Account Page.
Alternate Account (ALTACCT)	ALTACCT_CF	See Application Fundamentals: Understanding Alternate Accounts.
Operating Unit (OPERATING_UNIT)	OPER_UNIT_CF	See Application Fundamentals: Operating Unit Page.
Department (DEPARTMENT)	DEPT_CF	See Application Fundamentals: Department Page.
Project ID (PROJECT)	PROJECT_CF	See Application Fundamentals: Project Page.
Product (PRODUCT)	PRODUCT_CF	See Application Fundamentals: Product Page.
Fund Code (FUND_DEFINITION)	FUND_CF	See Application Fundamentals: Fund Code Page.
Statistics Code (STATISTICS_TBL)	STATISTICS_CODE	See Application Fundamentals: Statistics Code Page.
Class Field (CLASS_PNL)	CLASS_CF	See Application Fundamentals: Class Field Page.
Budget Reference (BUDREF_PNL)	BUDGET_REF_CF	See Application Fundamentals: Budget Reference Page.
Program Code (PROGRAM_DEFINTION)	PROGRAM_CF	See Application Fundamentals: Program Code Page.
Scenario (BD_SCENARIO)	BUDGET_SCENARIO	See Application Fundamentals: Scenario Page.
Chartfield 1 (CHARTFIELD1)	CHARTFIELD1	See Application Fundamentals: ChartField 1 Page.
Chartfield 2 (CHARTFIELD2)	CHARTFIELD2	See Application Fundamentals: ChartField 1 Page.
Chartfield 3 (CHARTFIELD3)	CHARTFIELD3	See Application Fundamentals: ChartField 1 Page.
InterUnit Template (IU_INTER_TMPLT)	IU_INTER_TMPLT	See Application Fundamentals: InterUnit Template Page.
IntraUnit Template (IU_INTRA_TMPLT)	IU_INTRA_TMPLT	See Application Fundamentals: Intraunit Template Page.
InterUnit Pair Maintenance (IU_INTER_PR_BASIC)	IU_INTER_PR_BASIC	See Application Fundamentals: Interunit Pairs.
Ledgers for a Unit (BUSINESS_UNIT_LED)	EM_BUS_UNIT_LED	See Application Fundamentals: Defining Ledgers for a Business Unit.
Value Added Tax Code (TAX_CODE_VAT)	TAX_CODE_VAT	See PeopleSoft Global Options and Reports: Value Added Tax Code Page.
VAT Accounts by Business Unit (TAX_BU_CODE_VAT)	TAX_BU_CODE_VAT	See PeopleSoft Global Options and Reports: VAT Accounts by Business Unit Page.
VAT Entity (VAT_ENTITY_ID)	VAT_ENTITY_ID	See PeopleSoft Global Options and Reports: Setting Up VAT Entities.

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Component	Component Interface	Reference
Vat Defaults CI Component (VAT_DEF_CI)	VAT_DEF_CI	See PeopleSoft Global Options and Reports: Establishing VAT Defaults.
Bank Branch Information (BANK_BRANCHPNL)	TR_BANK_BRANCH_CI	See PeopleSoft Banks Setup and Processing: Defining Bank Information.
External Accounts (BANK_EXTERNAL)	TR_EXTERNAL_ACCOUNTS_CI	See PeopleSoft Banks Setup and Processing: Defining External Account Information.
Netting Accounts (BANK_PNLNET)	TR_NETTING_ACCOUNTS_CI	See PeopleSoft Banks Setup and Processing: Defining Netting Accounts.
Payables Options (BU_CTLB)	EM_BU_CTLB	See Defining PeopleSoft Payables Business Unit Options by SetID.
Business Unit Interface (BUS_UNIT_INTFC2)	EM_BUS_UNIT_INTFC	See Defining Procurement Controls for General Ledger Business Units.
Payables Business Unit (BUS_UNIT_TBL_AP)	EM_BUS_UNIT_AP	See Understanding PeopleSoft Payables Business Units.
SUT Ultimate Use Code (SUT_USE_CD)	SUT_USE_CI	See Application Fundamentals: Ultimate Use Codes Page.
Suppliers (VNDR_ID)	VNDR_ID_EXCEL	See PeopleSoft Source to Settle Common Information: Understanding Supplier Maintenance.
User Preferences (OPR_DEFAULT)	OPR_DEFAULT_FIN	See Application Fundamentals: Defining Cross-Application User Preferences.
Tax Authority (TAX_AUTHORITY)	TAX_AUTHORITY_CI	See Application Fundamentals: Defining Sales and Use Tax Authorities and Codes.
Tax Code (TAX_CODE)	TAX_CD_CI	See Application Fundamentals: Defining Sales and Use Tax Authorities and Codes.

Other Sources of Information

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

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2

Navigating in PeopleSoft Payables

Navigating in PeopleSoft Payables

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

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

Pages Used to Navigate in PeopleSoft Payables

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

Page Name	Navigation	Usage
Accounts Payable Center	**Accounts Payable**, and then **Accounts Payable Center**	Access the Accounts Payable Center.
Vouchers	Click the **Vouchers** link on the Accounts Payable Center page.	Add, maintain, and approve vouchers.
Review	Click the **Review** link on the Accounts Payable Center page.	Run inquiries on suppliers, vouchers, payments, integrations, and metrics.
1099	Click the **1099** link on the Accounts Payable Center page.	Configure, maintain, review, post and report on 1099 withholding.
Suppliers	Click the **Suppliers** link on the Accounts Payable Center page.	Add, maintain, and approve suppliers.
Reports	Click the **Reports** link on the Accounts Payable Center page.	Run reports on suppliers, vouchers, payments, reconciliation.
Global Withholding	Click the **Global Withholding** link on the Accounts Payable Center page.	Configure, maintain, review, post and report on global withholding.
Payments	Click the **Payments** link on the Accounts Payable Center page.	Create and manage the pay cycle.
Definitions	Click the **Definitions** link on the Accounts Payable Center page.	Define and maintain data and options for the PeopleSoft Payables system.

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Page Name	Navigation	Usage
Batch Processes	Click the **Batch Processes** link on the Accounts Payable Center page.	Process vouchers, payments, accounting entries, clearing, and revaluation.
Archiving	Click the **Archiving** link on the Accounts Payable Center page.	Archive payment, voucher, and supplier information.
Control Groups	Click the **Control Groups** link on the Accounts Payable Center page.	Add, review, and maintain control groups.
Related Pages	Click the **Related Pages** link on the Accounts Payable Center page.	Access pages in General Ledger, Purchasing, Treasury, and eSettlements.

Viewing the Navigation Collection Using the PeopleSoft Fluid User Interface

This section discusses how to use the PeopleSoft Fluid User Interface to view Payables Navigation Collection.

For general information about fluid pages see Application Fundamentals: Understanding PeopleSoft Fluid User Interface

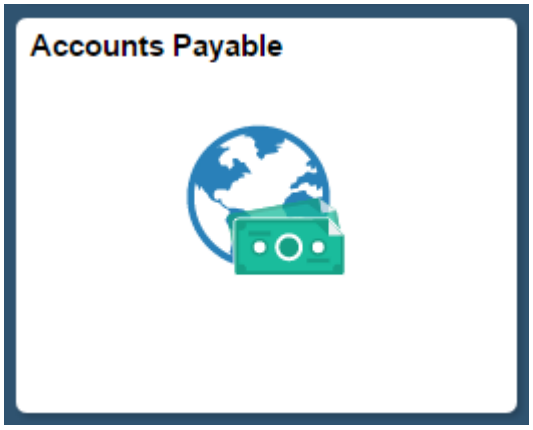
Accounts Payable Tile

Use the Accounts Payable tile (EP_AP_PAYABLESNC_FL_GBL) to access a collection of frequently used setup and Payables-related components.

Navigation:

You can include the delivered tile as part of the homepage or any suitable location.

This example illustrates the Accounts Payable tile.



Payables Page

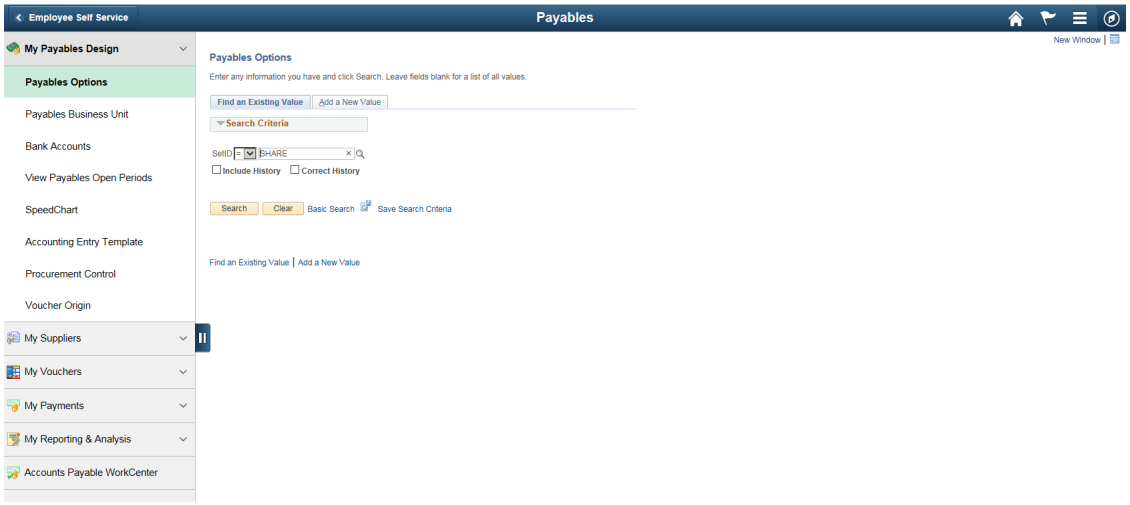
Use the Payables page to view and access frequently used setup and Payables-related components.

Navigation:

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Click the Accounts Payable tile to access the Payables navigation collection.

This example illustrates the fields and controls on the Payables (Navigation Collection) page



This navigation collection allows users to access frequently used Payables components from one location. The left panel of this page lists the components collected under seven categories:

- My Payables Design
- Payables Options
- My Suppliers
- My Vouchers
- My Payments
- My Reporting & Analysis
- Accounts Payable WorkCenter

The right panel displays the component selected in the left panel.

Administrators can edit these categories by navigating to the Structure and Content page.

Navigation:

PeopleTools, and then **Portal**, and then **Structure and Content**, and then **Portal Objects**, and then **Navigation Collections**, and then **Payables**

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3

Understanding PeopleSoft Payables Implementation

Implementation Considerations

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

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

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

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

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

Definition of the Business Units

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

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

For example, suppose that an organization has multiple subsidiaries. Each subsidiary operates as a separate entity with its own payables department and its own rules for invoicing and for

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tracking payables transactions. In such a case, it makes sense to set up separate payables business units for each subsidiary.

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

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

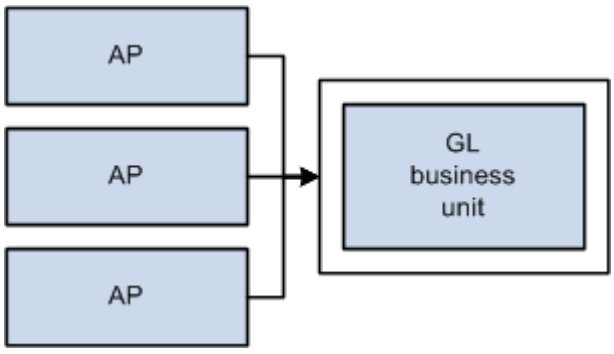
Related Topics

- Understanding PeopleSoft Payables Business Units
  This section discusses:

General Ledger Distribution Considerations

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

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



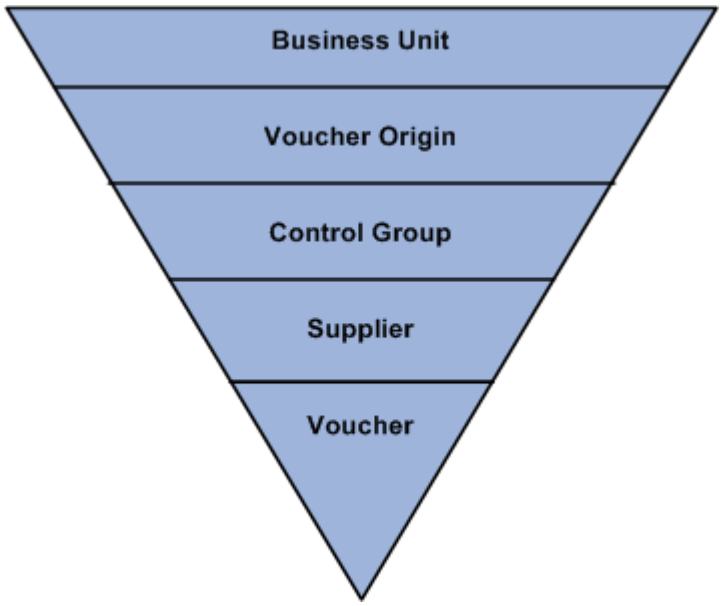
PeopleSoft Payables Control Hierarchy

In PeopleSoft Payables, business units are the highest level of a hierarchy of defaults, called the *control hierarchy,* which facilitates both voucher entry and payment processing. As you

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formulate the PeopleSoft Payables structure, consider the five components of the control hierarchy that are key to PeopleSoft Payables.

Five components of the control hierarchy that are key to PeopleSoft Payables.



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

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

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

This section discusses:

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

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Business Units

A PeopleSoft Payables business unit is an independent processing entity. Each business unit acts as a separate area of control, representing the primary level at which system tables can be controlled independently.

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

Related Topics

- Understanding PeopleSoft Payables Business Units
  This section discusses:

Voucher Origins

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

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

Related Topics

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

Control Groups

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

- Post several groups of vouchers in one step.
- Divide large numbers of vouchers among data entry clerks while retaining centralized control over voucher processing.
- Use separate processing rules for a particular supplier's vouchers within a business unit.

Related Topics

- Defining Voucher Control Groups
  To set up your voucher control groups, use the Group Information component (GRP_AP_CTL).

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Suppliers

You can define a set of suppliers for each business unit or share suppliers across multiple business units. You can also associate suppliers with other suppliers in the system and—if you use PeopleSoft Receivables—associate a PeopleSoft Payables supplier with a PeopleSoft Receivables customer for reporting purposes.

Suppliers can have multiple addresses and multiple locations. *Addresses* are the physical addresses of the supplier; a *location* corresponds to a unique way of doing business.

You use the location level to:

- Define payment terms and banking information for the supplier.
- Define a number of payment parameters that are used during payment processing.
- Generate separate checks for each voucher at the location level.
- Specify matching options if matching is used to approve vouchers for payment.

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

Maintaining supplier data is simple with PeopleSoft Payables. You can:

- Approve, inactivate, and reactivate suppliers.

  > **Note**
  >
  > If users have the authority to approve suppliers using the Fluid approval component, then such users are redirected to fluid approval user interface, and the classic approval component is hidden from the menu. Otherwise, the classic approval component displays on the menu, and a user can access the classic approval pages from the EC worklist or from the classic work center.

  PeopleSoft Payables supports delegation of approvals for Suppliers. Payables users can leverage the Enterprise Components Delegation Framework in order to assign Delegates for approvals. For more information, see Enterprise Components: Understanding Delegation.
- Record supplier information and conversations.
- Report on supplier activity and outstanding payment balances, as well as withholding and value-added tax (VAT) information.

Vouchers

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

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Related Topics

- Understanding Voucher Processing and the Voucher Life Cycle
  After you have set up all your control information, established your PeopleSoft Payables control hierarchy, and entered approved suppliers in the system, you are ready to enter vouchers into the system.
- Understanding Voucher Build Processing
  PeopleSoft Payables provides the Voucher Build process to build vouchers in batch from various source transactions, including transactions originating from third-party systems.
- Understanding Quick Invoices and Summary Invoices
  This section discusses:

Definition of the Accounting Environment

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

Related Topics

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

ChartField Combination Editing

You track payables transactions based on the ChartField combinations that you define when you set up ChartField combination editing in PeopleSoft General Ledger. PeopleSoft General Ledger uses your accounts in combination with other ChartFields to create journal entries. In PeopleSoft Payables, ChartField combination editing provides a method to validate online and batch voucher entry accounting distribution information.

By defining valid combinations, you can filter entries before you post them to ledgers, saving time and effort during reconciliation and closing. Although you employ ChartField combination editing rules during online and batch voucher entry, the PeopleSoft General Ledger Journal Editing Application Engine process (GL_JEDIT) performs the final validation of journal entries before you post them to the ledger.

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

Related Topics

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

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- Application Fundamentals: Understanding PeopleSoft ChartFields
- Application Fundamentals: Understanding ChartField Combination Editing
- Application Fundamentals: Understanding Journal Generator

Voucher and Payment Processing

This section discusses:

- Voucher processing.
- Payment processing.

Voucher Processing

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

- Checks for duplicate invoices.
- Calculates and confirms taxes.
- Converts the transaction currency to the base currency.
- Assigns default payment terms and calculates the payment due dates.
- Validates your suppliers against financial sanctions lists if financial sanctions validation is required.

You also have control over voucher line items. The system assigns numeric line numbers for you to ensure that each has a unique identifier. When you enter merchandise amounts on voucher lines, the sum of the line amounts must equal the gross voucher amount less the sum of freight, sales tax, and VAT entered on the voucher header. You can also define the sales and use tax and VAT at the voucher line level. In the event of an imbalance, you determine how the system responds—either rejecting or recycling vouchers until they are correct.

Approving Vouchers

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

- Matching vouchers to purchase order, receiver, and inspection information.

  Matching occurs automatically based on the match rules—a set of rules and tolerances—that you define for a purchase order transaction. If the voucher successfully matches, it is available for payment. If the voucher does not successfully match and requires an adjustment, the system can automatically create a debit memo.

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

- Routing vouchers through worklists and email using Workflow.

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

- Manually approving individual vouchers online.

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Posting Vouchers

The Voucher Posting Application Engine process (AP_PSTVCHR) creates balanced accounting entries for vouchers. The system combines information entered for a voucher with other control information—offset accounts stored on the accounting entry templates and ChartField inheritance rules—to create the balanced entries. Vouchers do not have to be approved for accounting entries to be created.

You post vouchers through a batch process that you run periodically using Process Scheduler. You can continue to process new transactions online during posting.

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

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

Related Topics

- PeopleSoft Source to Settle Common Information: Understanding Financial Sanctions Validation
- Entering Invoice Information for Online Vouchers
  This section provides an overview of voucher dependencies and balancing functionality.
- Approving Vouchers
  This section provides an overview of voucher approval and lists prerequisites.
- Running the Voucher Posting Process
  This section discusses how to define a voucher posting request.

Payment Processing

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

PeopleSoft Payables supports a number of payment formats: system check, automated clearing house (ACH), electronic funds transfers (EFTs), wire transfers, giros, drafts, direct debits, and letters of credit. The system is delivered with several, ready-to-use EFT formats particular to local needs.

The PeopleSoft Payables Payment Interface also supplies a means for processing payments for transactions outside the PeopleSoft Payables system. This interface is used by PeopleSoft Treasury to make settlement payments and by PeopleSoft Expenses to make expense payments. The interface integrates with the PeopleSoft Financial Gateway functionality, enabling another means of electronic payment processing for EFT, ACH, and wire transfers. You can also use the interface to process payments for other in-house systems.

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

Each pay cycle that you create is essentially a reusable payment selection template that specifies the selection criteria the system uses to determine which approved vouchers should be paid. For example, you can select payments based on business unit, bank and bank account, supplier pay group, pay through date, and payment method, among others.

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> **Note**
>
> During payment processing the system validates your suppliers against financial sanctions lists if financial sanctions validation is required. The system does not allow payments to suppliers who are potential matches to the financial sanctions lists.

Payment Posting

The creation of accounting entries for payments occurs during payment posting. As you post payments, the system generates corresponding accounting entries to relieve the liability, account for discounts earned (or lost), and generate an offset either to the designated cash account or to a PeopleSoft Payables clearing account if so designated at the bank account level. Like the Voucher Posting process, the Payment Posting Application Engine process (AP_PSTPYMNT) is a batch process that runs in the background.

Related Topics

- PeopleSoft Source to Settle Common Information: Understanding Financial Sanctions Validation
- Understanding Pay Cycle Processing
  The Pay Cycle process is a flexible tool. You can review payments after specific processing steps—such as after payment selection and before payment creation—and correct exceptions before proceeding to the next step. Or you can run the Payment Selection and Payment Creation processes together if you do not need to review the payments after selection. If you have a large payment run and only a very small percentage of exceptions, you do not have to delay payment processing—you can continue the current pay cycle, resolve exceptions, and then process the payments in a different pay cycle run.
- Running the Payment Posting Process
  You can post payments by Bank account, Payment method, and Individual payment.
- Pay Cycle Processing Using the PeopleSoft Financial Gateway
  This section discusses:

Integrating Third Party Imaging Solution with PeopleSoft

This section provides an overview of integrating third party imaging solution with PeopleSoft and discusses how to integrate and process a third party imaging solution with Payables and eSettlements.

Understanding Third Party Imaging Solution Integration with PeopleSoft Accounts Payable and eSettlements

PeopleSoft provides an open integration to any content management/imaging solution that can utilize web services, for PeopleSoft Accounts Payable and eSettlements.

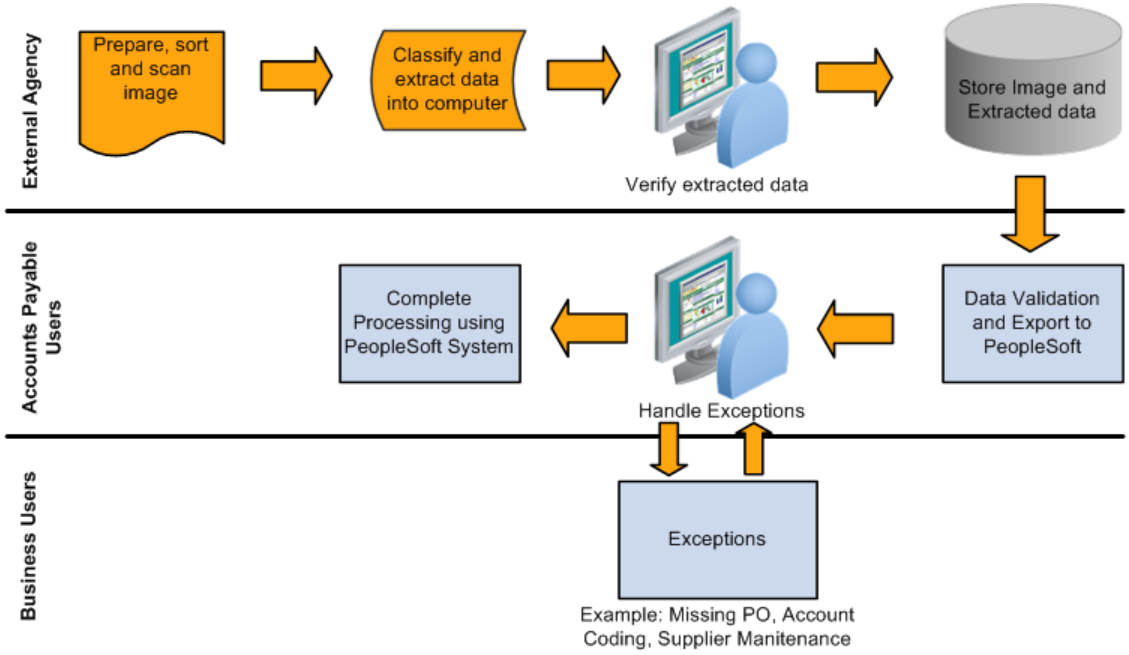
Imaging integration enables a complete document capture with Optical Character Recognition (OCR) and imaging solution that automates data entry and routes invoices to users external or internal to the organization’s ERP solution.

Imaged data is integrated to PeopleSoft using web services. Once the data is staged to PeopleSoft, any corrections or updates are made using the Quick Invoice component and

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subsequently a voucher is built from the imaged data by the Voucher Build process. Links within Payables and eSettlements enable you to view the actual image.

The following diagram represents the PeopleSoft open integration with third party imaging solutions.



Invoice Data Integration Using Optical Character Recognition (OCR)

Optical Character Recognition (OCR) is used by third party imaging solutions to integrate invoice data to PeopleSoft. OCR enables a digitally scanned invoice to provide data input directly into PeopleSoft using the web services.

Integrating and Processing Third Party Imaging Solutions

Follow these steps to integrate and process a third party imaging solution with Payables and eSettlements:

1. Setting up installation options: As a prerequisite, you set up the installation options at the time of integrating a third party imaging product with PeopleSoft on the Installation Options – Payables page. The Document Management Interface section determines enabling the imaging links that are available on various pages in Accounts Payable and eSettlements.

   See Application Fundamentals: Installation Options - Payables Page

2. Configuring the Accounts Payable business unit options: As a prerequisite, you configure your business unit options based on your imaging integration requirements on the Payables Options – Document Management page.

3. Accessing the Imaging hyperlinks from Accounts Payable: You can access the scanned invoice image using a hyperlink on various components in Accounts Payable. The Quick Invoice page displays the imaging link once the data is populated into the voucher staging tables. The following pages display the imaging link once the Voucher Build process runs successfully and creates a voucher:

   - Quick Invoice Page

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- Invoice Information Page
- Voucher Inquiry Page
- Approval Framework - Vouchers – Approval Page
- Example: Accounts Payable WorkCenter

Accessing the Imaging hyperlinks from eSettlements: Once the Voucher Build process runs successfully and creates a voucher, you can access the scanned invoice image from the following pages:

- PeopleSoft eSettlements: Review Invoices - Invoice Inquiry Page
- PeopleSoft eSettlements: Invoice Approval Page

Web Services

The AP_DCM_INVOICE web service is used while integrating a third party imaging solution with PeopleSoft. The following are the services that come under AP_DCM_INVOICE:

Web Service	Description
AP_DCM_GET_PO.V1	Purchase Order Lookup web service
AP_DCM_GET_SUPPLIER.V1	Supplier Lookup web service
AP_DCM_GET_VCHR.V1	Voucher web service
AP_DCM_INVOICE.V1	Invoice web service
AP_DCM_PROC_POv1	Outbound Purchase Order Bulk Load web service
AP_DCM_ PROC_SUPPLIER.v1	Outbound Bulk Load supplier web service
AP_DCM_SEND_PO.v1	Purchase Order Bulk Load Request web service
AP_DCM_SEND_SUPPLIER.v1	Supplier Bulk Load Request web service
INVOICE_ELEMENT_VALIDATION.v1	Data Element Validation web service
INVOICE_PROMPTING.v1	Data Element Prompting web service

Enabling web services is discussed in *PeopleTools: Integration Broker*

Understanding Search Framework in PeopleSoft Payables

PeopleSoft Payables allow you to search on a keyword when viewing voucher, suppliers, supplier conversations, and payments.

This topic provides information related to PeopleSoft Payables for:

- Components
- Search definitions, global search categories, and search keys.
- Faceted fields
- Related actions
- Queries

Components

These components use the PeopleSoft Search Framework:

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- Suppliers (VNDR_ID)
- Conversations (VNDR_CNVSTN)
- Voucher Entry (VCHR_EXPRESS)
- Payments (PYMNT_INQ_SRCH)

Search Definitions, Search Categories, and Search Keys

Search Definitions, Search Categories, and Search Keys are all part of the PeopleSoft Search Framework

Search Definitions

Search definitions define the main structure of a search index. A search definition contains everything needed to create a search index, which includes facets, security, attachments, pre- and post-processing, and component mapping.

PeopleSoft Payables has these search definitions:

- AP_SDN_ADDRESS - used for Financial Sanctions
- AP_SDN_AKA_NAME - used for Financial Sanctions
- EP_AP_PAYMENTS
- EP_AP_VENDOR
- EP_AP_VENDOR_CONVER
- EP_AP_VOUCHERS

> **Note**
>
> EP_AP_VENDOR, EP_AP_VOUCHERS, EP_AP_PAYMENTS, and EP_AP_PAYMENTS_KIB are certified for Real Time Indexing (RTI). See Application Fundamentals: Understanding Real Time Indexing in FSCM.
>
> As of Update Image 53, EP_AP_PAYMENTS, EP_AP_PAYMENTS_KIB and EP_AP_VOUCHERS have adopted data partitioning for high volume indexes. PeopleTools 8.61 is required. See Application Fundamentals: Using Data Partitioning for High Volume Indexes. For additional information about data partitioning, see PeopleTools Search Technology, Administering PeopleSoft Search Framework, Working with Search Indexes.

Global Search Categories

Global search categories contain one or more search definitions. Search categories are secured by role within PeopleTools security and reduce the number of indexes searched, which can improve search performance.

PeopleTools uses Permission List Security when performing component searches, which is based on the search definition for the component. If you don’t have access (through your permission list) to that component, then the system doesn’t display results when searching against the indexes built for the search definition.

PeopleSoft Payables has these global search categories:

- EP_PAYABLES

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- EP_VENDORS

Faceted Fields

A facet is a field that is relevant to the search and that allows you to browse or refine search results.

These fields are predefined as faceted fields for PeopleSoft Payables;

Search Definition	Faceted Fields
EP_AP_PAYMENTS	Bank SetID Bank Code Supplier Name Payment Method Payment Status AP Post Status Payment Source Business Unit Remit SetID Payment Date Document Date Hierarchy Remit Supplier
EP_AP_VENDOR	SetID Supplier Status Supplier Classification Open for Ordering Document Date Hierarchy Created Date Address
EP_AP_VENDOR_CONVER	Conversation Date Document Date Hierarchy SetID Supplier Conversation Keyword1 Supplier Conversation Keyword2 Supplier Conversation Keyword3
EP_AP_VOUCHERS	Business Unit Entered By Voucher Source Match Status Document Date Hierarchy Invoice Date Bank Code Supplier Name Payment Terms

For additional information about faceted fields, see Search Result Facets in Viewing PeopleSoft Search Results.

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Queries

Queries are used with the Search Framework to extract data from the database for component and global searches.

Queries must be assigned to an access group and a related security tree.

Query Tree Definition

The security information (access groups) for the Payables tree (SEARCH_TREE_AP) definition is:

- PAYMENTS - Payment Information
- Vouchers - Voucher Information
- SDN - Financial Sanctions
- Vendors - Supplier Information

Types of Queries

To see which queries are part of the search definition, see *PeopleTools: PeopleSoft Search Technology* documentation.

Real Time Indexing Switch

RTI Batch Switch allows you to set a threshold that is checked by a set of delivered batch programs. When a batch program is enabled and the threshold is exceeded, RTI is disabled until the next incremental build.

Access the Configure Real Time Indexing page to see which batch programs are configured to use RTI Switch and delivered by Payables.

See *PeopleTools: PeopleSoft Search Technology* documentation.

RTI Switch is enabled for these two search definitions:

Search Definition	Batch Programs
EP_AP_VOUCHERS	• APSBIPRC • AP_APY2015 • AP_MATCH • AP_PSTPYMNT • AP_PSTVCHR • AP_VCHRBLD • FS_DOC_TOL • FS_STREAMLN • VCHR_APRV_AF
EP_AP_PAYMENTS	• AP_APY2015 • AP_FG_PROC • AP_PSTPYMNT • FS_STREAMLN

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4

Setting Up PeopleSoft Payables Business Units

Understanding PeopleSoft Payables Business Units

This section discusses:

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

PeopleSoft Payables Business Unit Overview

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

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

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

Related Topics

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

Responsibilities

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

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PeopleSoft General Ledger Business Unit Considerations

You must define each business unit in PeopleSoft Payables and in PeopleSoft General Ledger or the third-party general ledger system that you use. A PeopleSoft Payables business unit must be associated with a general ledger business unit.

- General ledger business units define the accounting processing for their associated PeopleSoft Payables business units.
- PeopleSoft Payables business units have few accounting controls; they have mostly operational defaults and controls.

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

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

TableSets

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

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

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

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

Consider this relationship in simplified terms: the business unit contains all the actual data, and the TableSet contains the rules by which the data is processed. A SetID identifies each TableSet. You can have as many SetIDs as you like, but having numerous SetIDs makes TableSet sharing more complex. Create at least one SetID even if you do not take advantage of TableSet sharing. Some organizations need only one SetID.

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

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

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PeopleSoft Payables Control Hierarchy

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

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

Related Topics

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

Questions to Ask

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

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

PeopleSoft Payables Business Unit Setup Steps

Use the following steps to set up PeopleSoft Payables business units:

1. Define general ledger business units.

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

   See PeopleSoft General Ledger: Defining General Ledger Business Units

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

   See Defining Procurement Controls for General Ledger Business Units.

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

   See Defining PeopleSoft Payables Business Units.

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

   See Defining PeopleSoft Payables Business Unit Options by SetID.

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Defining Procurement Controls for General Ledger Business Units

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

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

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

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

Pages Used to Define Procurement Controls for General Ledger Business Units

Page Name	Definition Name	Usage
Procurement Control - General Controls Page	BUS_UNIT_INTFC1	Specify how accounting entries are processed.
Procurement Control - Non-Merch Charges Page	BUS_UNIT_INTFC3	Define proration, allocation, and expensing options for nonmerchandise charges.
Procurement Control - GL Templates Page	BUS_UNIT_INTFC6	Specify the payables journal templates.
Procurement Control - ERS Options Page	BUS_UNIT_INTFC5	Enable ERS processing for the general ledger business unit and select the self-billed invoice (SBI) document option.
Procurement Control - Withholding Page	BU_WTHD_JUR	Specify general ledger business unit withholding setup options. The withholding process uses this information to determine the withholding entities to which you report or for which you act as a collection agent.
Withholding ChartFields Page	WTHD_BU_CF	Set up accounting ChartField parameters. Specify general ledger information for each withholding class; indicate where the withholding amounts are going with respect to general ledger.

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Understanding Discount Accounting Controls

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

Discount Lost Accrual

The Accrue Discounts Lost check box on the General Controls page in the Procurement Control component enables you to accrue at net but also to accrue the potential discount lost. If you take the discount later, the system reverses the discount lost.

When accounting at net in PeopleSoft Payables, you can account for lost discounts in one of two ways:

- Account for lost discounts during payment posting.
- Account for lost discounts during voucher posting.

If you account for lost discounts during payment posting, both the accounts payables offset account and the expense distribution accounts are recorded during the accrual entry net of discount. When the payment is made for this voucher, if the discount is still available, no additional entries are necessary beyond the normal payment entries. If the discount is not taken, a discount lost is recorded to a discount lost control account. The system creates accounting entries as follows:

Event	Account	Debit Amount	Credit Amount
Voucher Entry	Accounts Payables		1,080
	Expense	1,080	
Payment with discount taken	Accounts Payables	1,080	
	Cash		1,080
Payment without discount	Accounts Payables	1,080	
	Cash		1,100
	Discount Lost (Expense)	20	

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

Event	Account	Debit Amount	Credit Amount
Voucher Entry	Accounts Payables		1,100
	Expense	980	
	VAT Input	100	

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Event	Account	Debit Amount	Credit Amount
	Discount Lost (Expense)	20	
Payment without discount	Accounts Payables	1,100	
	Cash		1,100
Payment with discount taken	Accounts Payables	1,100	
	Cash		1,078
	Discount Expense		22
	VAT Adjustment (VIDR)		2
Discount Adjustment (VIDA)		2	

Discount Memo Account

The Record Discount Memo Account check box on the General Controls page in the Procurement Control component enables you to set up the system to post discount entries at the time of payment using memo accounts. Using this method, if users accrue at gross but later lose the discount, the system generates entries to the discount lost and discount lost memo accounts. You can set up the system to generate similar entries to the discount earned and discount earned memo accounts when accruing at net.

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

- Accounting at gross.
- Accounting at net.

If you account at gross for a general ledger business unit (using the vouchering general ledger business unit) the system creates accounting entries as follows:

Event	Account	Debit Amount	Credit Amount
Voucher Entry	Accounts Payables		1,000
	Expense	1,000	
Payment without discount	Accounts Payables	1,000	
	Cash		1,000
	Discount Lost	20	
	Discount Lost Memo		20
Payment with discount taken	Accounts Payables	1,000	
	Cash		980
	Discount Earned		20

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

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

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In this scenario, it is assumed that the Accrue Discount Lost check box is not selected.

Event	Account	Debit Amount	Credit Amount
Voucher Entry	Accounts Payables		980
	Expense	980	
Payment without discount	Accounts Payables	980	
	Cash		1,000
	Discount Lost	20	
Payment with discount taken	Accounts Payables	980	
	Cash		980
	Discount Earned		20
	Discount Earned Memo	20	

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

In this scenario, it is assumed that the Accrue Discount Lost check box is selected.

Event	Account	Debit Amount	Credit Amount
Voucher Entry	Accounts Payables		1,000
	Expense	980	
	Discount Lost	20	
Payment without discount	Accounts Payables	1,000	
	Cash		1,000
Payment with discount taken	Accounts Payables	1,000	
	Cash		980
	Discount Lost		20
	Discount Earned		20
	Discount Earned Memo	20	

Note

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

Prerequisites

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

- Define a posting method on the Installation Options - Payables page.

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

Related Topics

- Setting Up the PeopleSoft Payables Withholding Environment
  To set up your withholding environment, use the following components:
- Application Fundamentals: Setting Up for Journal Generator
- Application Fundamentals: Understanding ChartField Combination Editing
- PeopleSoft Source to Settle Common Information: Defining Miscellaneous Charges and Landed Costs

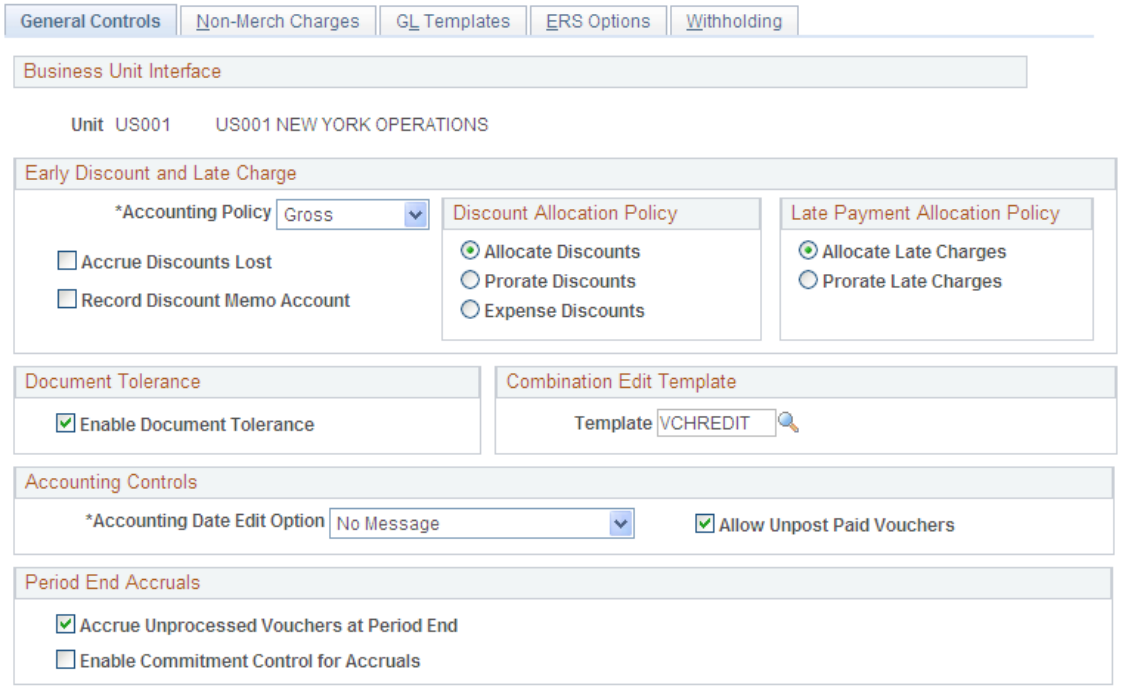
Procurement Control - General Controls Page

Use the Procurement Control - General Controls page (BUS_UNIT_INTFC1) to specify how accounting entries are processed.

Navigation:

Set Up Financials/Supply Chain, and then **Business Unit Related**, and then **Procurement**, and then **Procurement Control**, and then **General Controls**

This example illustrates the fields and controls on the Procurement Control – General Controls page. You can find definitions for the fields and controls later on this page.



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Early Payment Discount and Late Payment Charges

All of the fields in this group box are used during posting and none can be overridden, except the accounting policy, which you can override when you create a voucher.

Field or Control	Description
Accounting Policy	Select an option to use as a default for vouchers. You can override the accounting policy when you create a voucher. Options are: *Gross:* The system uses the gross amount of vouchers as the basis for accounting; any discounts taken are recognized as discounts earned. *Net:* The system uses the net amount of vouchers as the basis for accounting. Any discounts that you lose are recognized as discounts lost.
Accrue Discounts Lost	Select to account at net per German and Austrian requirements. If you select this option, the system accounts for lost discounts during voucher posting. If you don't select this option, the system accounts for lost discounts during payment posting.
Record Discount Memo Account	Select this option to record both discount earned and discount lost at payment creation regardless of whether you account at net or gross.

See Understanding Discount Accounting Controls.

Discount Allocation Policy

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

Field or Control	Description
Allocate Discounts	Select to have the system use the account from the accounting entry template and create all other ChartFields based on the inheritance rule for the SetID associated with the general ledger business unit of the distribution line. (The system uses the PeopleSoft Payables distribution-level entries inheritance group). The discount lines inherit the general ledger business unit of the distribution lines.
Prorate Discounts	Select to have the system create discount entries on separate lines using the account and all other ChartFields on the distribution lines for the voucher. The discount lines inherit the general ledger business unit of the distribution lines.

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Field or Control	Description
Expense Discounts	Select to have the system use the account from the accounting entry template and create all other ChartFields based on the inheritance rule for the SetID associated with the general ledger business unit of the vouchering business unit. (The system uses the PeopleSoft Payables header-level entries inheritance group). The discount line uses the general ledger business unit of the vouchering business unit. **Note:** This option is available only if you use the summary control posting method.

Late Payment Allocation Policy

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

Field or Control	Description
Allocate Late Charges	Select to allocate late interest charges. Allocate Late Charges allows for further classification beyond the standard Accounting Entry Template (that is, changing of chartfields like the GL Account to record interest penalty) including Fund and Business Event Type Code (BETC). Processing US Federal payments requires that Late Interest Charge Chartfield Override setup is established when selecting the **Allocate Late Charges** option. Payment Posting and Cash Clearing will utilize Late Interest Charge Chartfield Override setup when processing late interest charges for payments. Paycycle will encounter an error if **Allocate Late Charges** is selected but Late Charge Override is not defined.
Prorate Late Charges	Select to prorate late interest charges. If you select this option, the system creates late interest charge entries on separate lines using the account and all other ChartFields on the distribution lines for the voucher. The late interest lines inherit the general ledger business unit of the distribution lines.

See PeopleSoft Source to Settle Common Information: Defining Late Interest Charges.

Document Tolerance

Field or Control	Description
Enable Document Tolerance	Select to enable document tolerance checking for the selected general ledger business unit.

See Understanding Document Tolerances.

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Combination Edit Template

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

See Application Fundamentals: Setting Up Combination Editing.

Accounting Controls

Field or Control	Description
Accounting Date Edit Option	Specify whether future-dated accounting entries are allowed. Options are: *Error Message:* Select to control which users have the authority to enter accounting dates beyond the current date for vouchers. *No Message:* Select to enable all users to enter accounting dates beyond the current date for vouchers without receiving a warning or error message. *Warning Message:* Select to display a warning message when users enter accounting dates beyond the current date for voucher.
Allow Unpost Paid Vouchers	Select to enable users to unpost vouchers that have been partially or fully paid.

See UnPost Voucher Page.

Period End Accruals

Field or Control	Description
Accrued Unprocessed Vouchers at Period End	Select this check box to enable the system to accrue documents that have not been posted during the normal accounting flow. If the user enables this option, they must also select a journal generator template for period end accruals.
Enable Commitment Control for Accruals	Select this check box to enable accrual documents created during the Period End Accrual process and that impact encumbrance to be budget checked by PeopleSoft Commitment Control.

Related Topics

- Application Fundamentals: User Preferences – Payables Online Vouchering Page

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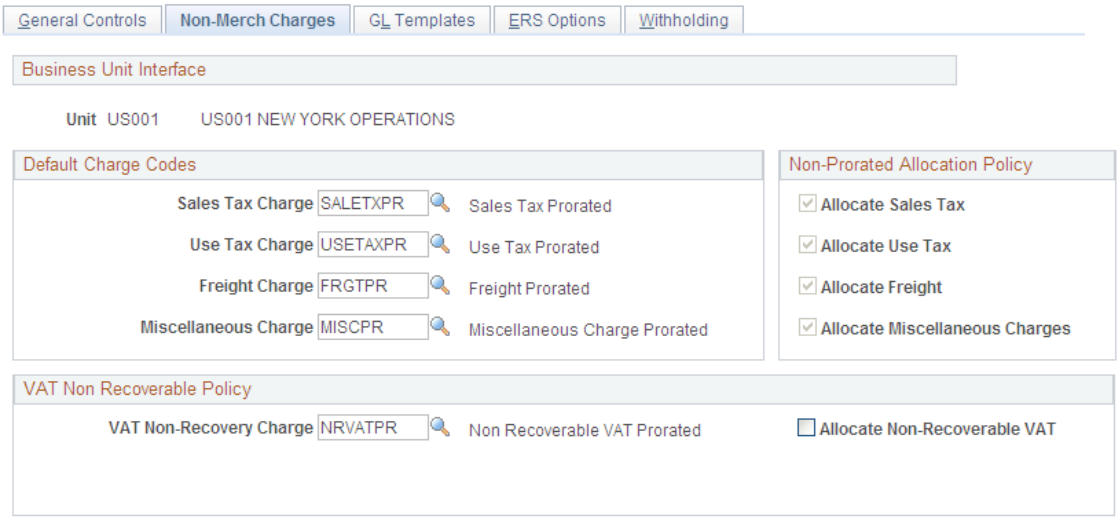
Procurement Control - Non-Merch Charges Page

Use the Procurement Control - Non-Merch Charges (procurement control - nonmerchandise charges) page (BUS_UNIT_INTFC3) to define proration, allocation, and expensing options for nonmerchandise charges.

Navigation:

Set Up Financials/Supply Chain, and then **Business Unit Related**, and then **Procurement**, and then **Procurement Control**, and then **Non-Merch Charges**

This example illustrates the fields and controls on the Procurement Control - Non-Merch Charges page.



Proration and Allocation of Nonmerchandise Charges

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

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

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Action	Result
Prorate	Records the prorated amount along with the merchandise amounts on the distribution line. If you prorate nonmerchandise amounts, the amounts charged to the distribution lines are added to merchandise amounts on the distribution lines, and the total is posted to the distribution ChartFields.
Allocate	Creates separate accounting entries for the nonmerchandise amount for the distribution line. If you allocate nonmerchandise amounts, the amounts charged to the distribution lines are posted to the appropriate nonmerchandise accounts from the accounting template, and the other ChartField values are based on the inheritance rules. ChartField inheritance is defined at the ledger group level and on the ChartField Inheritance page.
Expense (non-prorate/non-allocate)	Records the amounts to summary expense accounts. If you use summary control posting, you have two options for nonprorated charges. You can either expense the charges at the header, or allocate them to the distribution lines. You allocate them by selecting the Allocate check box on the Non-Merch Charges page in the Procurement Accounting Controls component. If you use detail offset posting, you have only one option for nonprorated charges. You must allocate them. For this reason, the Allocate check box is selected and unavailable for entry on the Non-Merch Charges page in the Procurement Accounting Controls component.

Default Nonmerchandise Charge Codes

Use the fields in this group box to set the defaults for the nonmerchandise charges on the voucher. The charge codes that you select here are automatically populated in the vouchers that you create for the business unit. They determine where the nonmerchandise amounts are charged.

Each of the fields in this group box has a drop-down list box that displays the available charge codes for that nonmerchandise charge. You define the codes for these nonmerchandise charges on the Misc Charge/Landed Cost Definition page. When you select a charge code, you define the proration. The available charge codes are prorated *(PR)* or not prorated *(NP)*, unless you have defined more charge codes on the Misc Charge/Landed Cost Definition page.

> **Note**
>
> The charge codes that you select here are only defaults. You can override these charge codes on the voucher itself.

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Non-Prorated Allocation Policy

The fields in this group box determine whether a nonprorated nonmerchandise charge is allocated or charged as a nonprorated expense for a particular general ledger business unit.

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

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

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

Field or Control	Description
Allocate Sales Tax	Select to have the system create separate accounting entries for nonprorated sales tax amounts for the distribution line; the appropriate ChartFields are inherited.
Allocate Use Tax	Select to have the system create separate accounting entries for nonprorated use tax amounts for the distribution line; the appropriate ChartFields are inherited.
Allocate Freight	Select to have the system create separate accounting entries for nonprorated freight amounts for the distribution line; the appropriate ChartFields are inherited.
Allocate Miscellaneous Charges	Select to have the system create separate accounting entries for nonprorated miscellaneous charge amounts for the distribution line; the appropriate ChartFields are inherited.

VAT Non Recoverable Policy

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

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Field or Control	Description
VAT Non-Recovery Charge	Select from the delivered options or additional charge codes that you define on the Misc Charge/Landed Cost Definition page. Options are: *NRVATNP* (do not prorate nonrecoverable VAT): Nonrecoverable (taxable) VAT is not prorated to the distribution line ChartFields. *NRVATPR* (prorate nonrecoverable VAT): Nonrecoverable VAT is prorated to the ChartFields on the distribution line.
Allocate Non-Recoverable VAT	Select to have the system create separate accounting entries for the nonrecoverable VAT amount for the distribution line. This check box applies only to nonprorated nonrecoverable VAT charge codes. The VAT nonrecoverable amount is posted to the account defined on the VAT accounting template (VAT Code - Accounting Information page), and the other ChartField values appear automatically based on the ChartField inheritance rules. If you are using summary control posting and you want to expense nonprorated nonrecoverable VAT charges at the voucher header, then do not select this check box. You can override this option when creating vouchers.

Related Topics

- Miscellaneous Charges Page
  Use the Miscellaneous Charges page (VCHR_MISC_SEC) to allocate the miscellaneous charges for the voucher at a more detailed level.
- Establishing the PeopleSoft Payables VAT Default Hierarchy
  This section discusses setting up the PeopleSoft Payables VAT default hierarchy.
- PeopleSoft Source to Settle Common Information: Defining Miscellaneous Charges and Landed Costs

Procurement Control - GL Templates Page

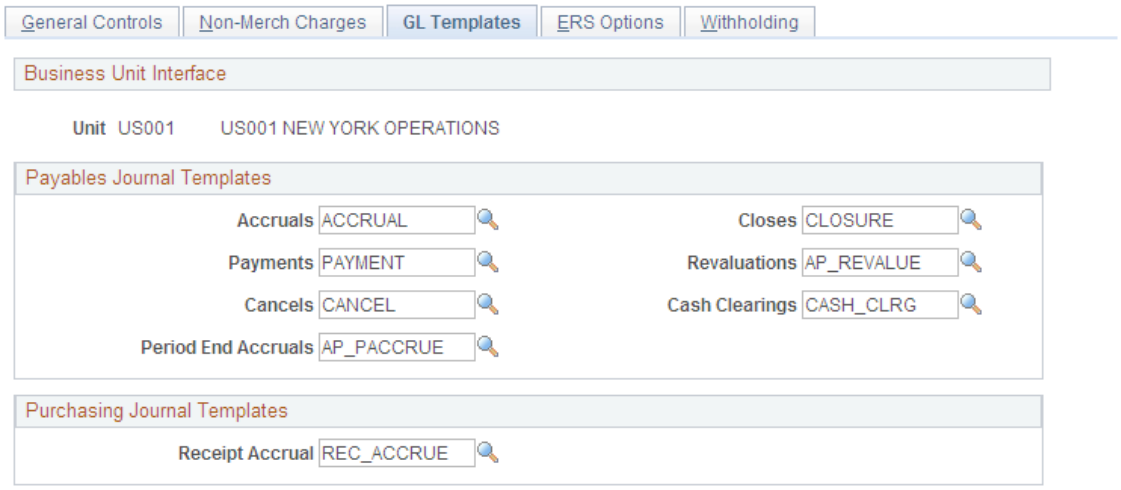
Use the Procurement Control - GL Templates (procurement control - general ledger templates) page (BUS_UNIT_INTFC6) to specify the payables journal templates.

Navigation:

Set Up Financials/Supply Chain, and then **Business Unit Related**, and then **Procurement**, and then **Procurement Control**, and then **GL Templates**

This example illustrates the fields and controls on the Procurement Control - GL Templates page. You can find definitions for the fields and controls later on this page.

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Payables Journal Templates

Specify the PeopleSoft Payables journal templates to use for the general ledger business unit. These templates define the summarization rules for creating journals that are passed to the general ledger. The PeopleSoft Payables system creates one journal each for accruals, payments, payment cancellations, manual closures, revaluations, and cash clearings; you must specify a different journal template for each.

Purchasing Journal Templates

Field or Control	Description
Receipt Accrual	Select the journal template to use for receipt accrual in PeopleSoft Purchasing. The standard template that is provided for receipt accrual is REC_ACCRUE.

Related Topics

- Application Fundamentals: Journal Entry Template - ChartField Page

Procurement Control - ERS Options Page

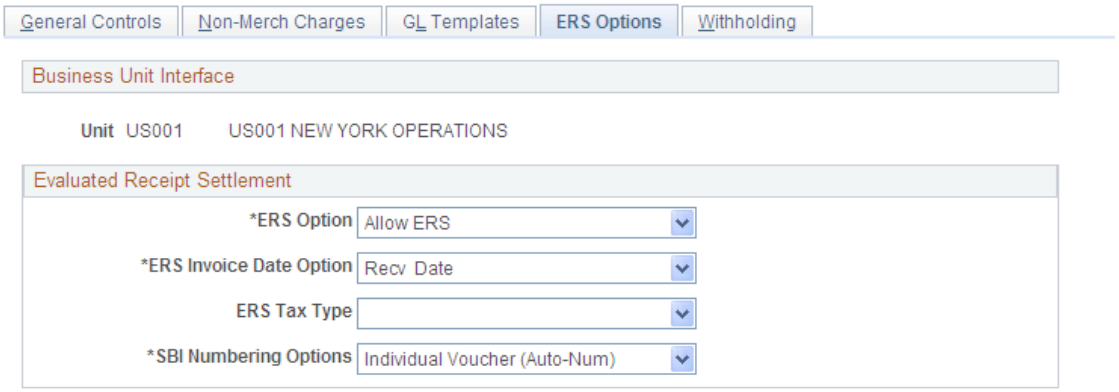
Use the Procurement Control - ERS Options (procurement control - evaluated receipt settlement options) page (BUS_UNIT_INTFC5) to enable ERS processing for the general ledger business unit and select the self-billed invoice (SBI) document option.

Navigation:

Set Up Financials/Supply Chain, and then **Business Unit Related**, and then **Procurement**, and then **Procurement Control**, and then **ERS Options**

This example illustrates the fields and controls on the Procurement Control - ERS Options page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
ERS Option	ERS is a process by which the Voucher Build process builds vouchers from procurement receipt records. If you plan to use the Voucher Build process to create ERS vouchers for business units associated with this general ledger business unit, then you need to set the ERS option to *Allow ERS.*
ERS Invoice Date Option	Select the method that the system uses to create the ERS voucher invoice date. Options are: *Frt Terms* (freight terms): The freight terms determine whether to use the receipt or the shipment date as the invoice date. *Recv Date* (receiver date): The system uses the receiver data.
SBI Numbering Options	Select to define how the system groups SBIs. Options are: *Group Vouchers (Auto-Num)* (group [auto-number]): The system groups ERS vouchers in a single SBI voucher. *Individual Vchr - Invoice Number* (individual voucher - invoice number): The SBI contains information from only a single voucher. The system generates the SBI number by combining the invoice number with the ERS sequence number. *Individual Voucher (Auto-Num)* (individual voucher [auto-number]): The SBI contains information from only a single voucher. The system assigns the next available SBI number based on the invoicing location.
ERS Tax Type	Select to indicate the type of tax to which the vouchers are subject. Options are *No Taxes, Sales Tax, Use Tax,* and *VAT.*

Related Topics

- Understanding SBI Processing
  PeopleSoft Payables supports SBIs. SBIs are invoices that are created from Evaluated Receipt Settlement (ERS) data that are sent to the supplier to provide tax details. Self-billed invoices contain all of the information that the supplier would have provided on an actual invoice. In business environments that use ERS and value-added tax (VAT), for

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example, there is typically a requirement to provide an invoice containing all the VAT details that can be returned to the supplier. Customers can send the supplier an SBI with all of the VAT details.

- Understanding Voucher Build Processing
  PeopleSoft Payables provides the Voucher Build process to build vouchers in batch from various source transactions, including transactions originating from third-party systems.

Procurement Control - Withholding Page

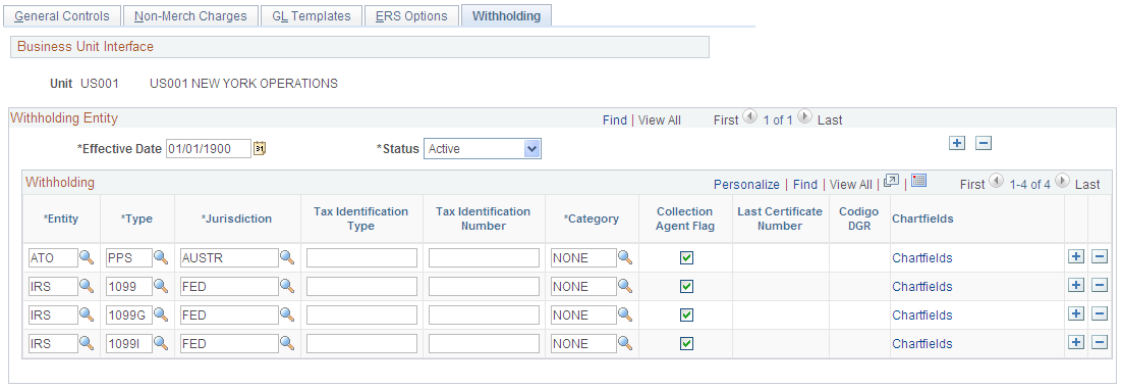
Use the Procurement Control - Withholding page (BU_WTHD_JUR) to specify general ledger business unit withholding setup options.

The withholding process uses this information to determine the withholding entities to which you report or for which you act as a collection agent.

Navigation:

Set Up Financials/Supply Chain, and then **Business Unit Related**, and then **Procurement**, and then **Procurement Control**, and then **Withholding**

This example illustrates the fields and controls on the Procurement Control - Withholding page. You can find definitions for the fields and controls later on this page.



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

> **Note**
>
> The withholding entity and class information is related to the information defined on the Withholding Entity page. Therefore, the effective date used on this page must be greater than or equal to the effective date on the Withholding Entity page.

Field or Control	Description
Collection Agent Flag	Select if you are a collection agent for the entity.

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Field or Control	Description
Last Certificate Number	Enter the last certificate number for the entity.
(ARG) **Codigo DGR**	Used exclusively in Argentina. This field is for information purposes only and does not trigger any action.
ChartFields	Click to access the Withholding ChartFields page to set up accounting parameters.

Related Topics

- Understanding the Withholding Process
  This section discusses:

Withholding ChartFields Page

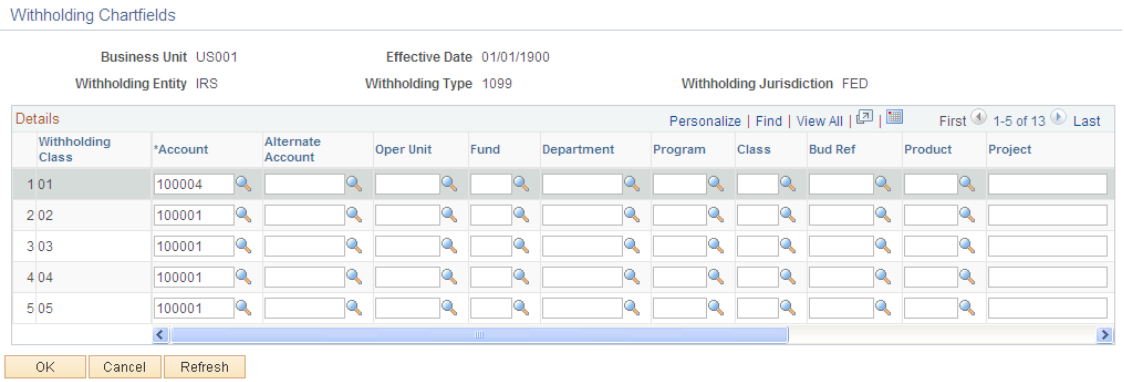
Use the Withholding ChartFields page (WTHD_BU_CF) to set up accounting ChartField parameters.

Specify general ledger information for each withholding class; indicate where the withholding amounts are going with respect to general ledger.

Navigation:

Click the ChartFields link on the Procurement Control - Withholding page.

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



Because withholding ChartFields are defined at the business unit level, you can specify ChartFields for every withholding entity, type, and jurisdiction.

> **Note**
>
> For each withholding class, you must specify the account ChartField. The system displays an error message upon saving if you have not populated the **Account** field.

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Field or Control	Description
Withholding Class	Displays the withholding classes defined for the withholding entity, type, and jurisdiction. The system automatically populates this field based on what you define on the Withholding Entity page. You can delete a withholding class if you have deleted the class on the Withholding Entity page. Otherwise, the delete button is not available. **Note:** When you add a new withholding class for an entity on the Withholding Entity page, the system populates this page with the new withholding class. The system populates the **Account** field with the account for the minimum withholding class of the entity. If the system is unable to determine a valid account, you must manually insert the account on this page. For example, you define account 230000 for withholding class 01 and account 235000 for withholding class 02. When you add a new withholding class 03 on the Withholding Entity page, the system populates the account with 230000 for the withholding class 03 on the Withholding ChartFields page (the account defined for the minimum withholding class, in this example, 01). When you delete a withholding class for an entity on the Withholding Entity page, the system displays a warning message stating that you must delete the withholding class from the Procurement Control - Withholding page as well.
Account	Select the account to be used as the withholding liability account in general ledger. This field is required. You can also select the ChartFields associated with the account you selected, as appropriate. **Note:** The account is based on the TableSet control of the business unit rather than the SetID of the withholding entity.

Related Topics

- Withholding Entity Page
  Use the Withholding Entity page (WTHD_ENTITY) to define your withholding entities (tax authorities).

Defining PeopleSoft Payables Business Units

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

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

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Pages Used to Define PeopleSoft Payables Business Units

Page Name	Definition Name	Usage
Payables Definition - Definition Page	BUS_UNIT_TBL_AP1	Create a new business unit, link it with a general ledger business unit, and assign a location code to the unit. Select the accounting template and posting options for the business unit.
Business Unit ID Numbers Page	BU_ID_NBRS_AP_SEC	Specify ID numbers to associate with the business unit. See Payables Definition - Definition Page
Open Period Update Page	OPEN_PERIOD_SINGLE	Update the open periods for a business unit.
Payables Definition - Tax Options Page	BUS_UNIT_TBL_AP2	Specify sales and use tax options and VAT options for the business unit.
Payables Definition - Voucher Build Page	BUS_UNIT_TBL_AP3	Specify default options for the Voucher Build Application Engine process (AP_VCHRBLD) for the business unit.
Payables Definition - Matching Page	BUS_UNIT_TBL_AP4	Specify the matching options for the business unit.
Payables Definition - Payments Page	BUS_UNIT_TBL_AP5	Specify payment options for the business unit.
Payables Definition - Numbering Page	BUS_UNIT_TBL_AP6	Specify auto-numbering options for the business unit.
Payables Definition - Summary Invoice Page	BUS_UNIT_TBL_AP7	Specify summary invoice tolerance controls for the business unit.

Payables Definition - Definition Page

Use the Payables Definition - Definition page (BUS_UNIT_TBL_AP1) to create a new business unit, link it with a general ledger business unit, and assign a location code to the unit.

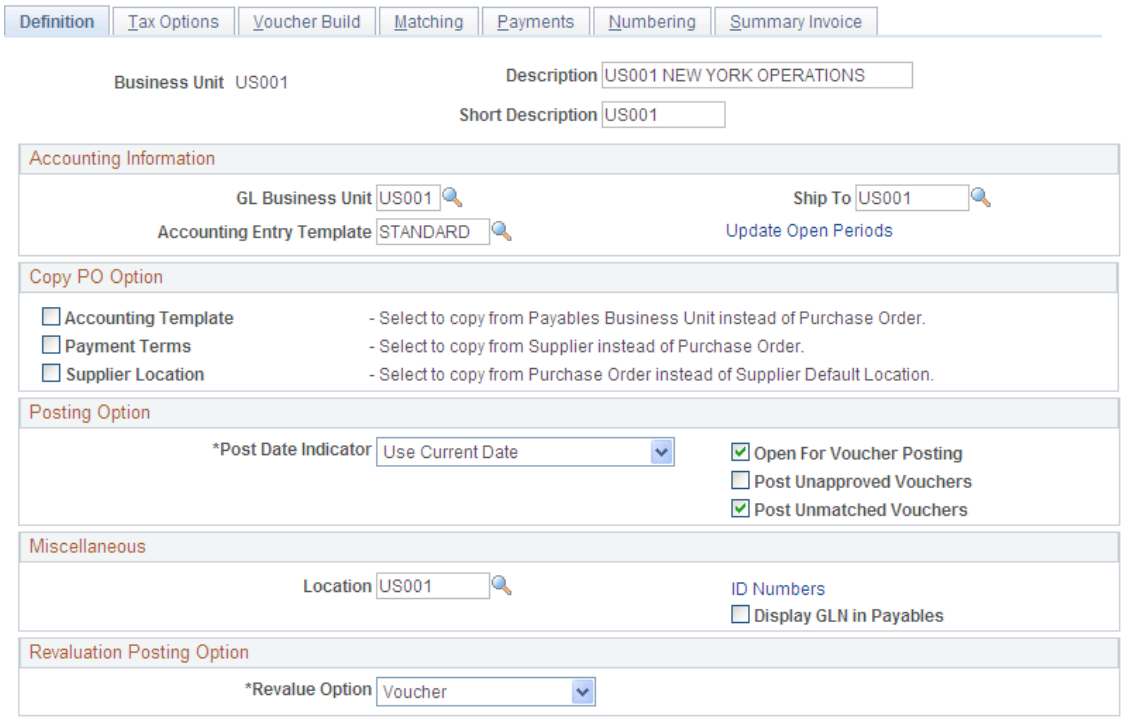
Select the accounting template and posting options for the business unit.

Navigation:

Set Up Financials/Supply Chain, and then **Business Unit Related**, and then **Payables**, and then **Payables BU Definition**

This example illustrates the fields and controls on the Payables Definition – Definition page.

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To create a new PeopleSoft Payables business unit:

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

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

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

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

   See TableSets.

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

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

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

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Related Topics

- Payables Definition - Definition Page
  Use the Business Unit ID Numbers page (BU_ID_NBRS_AP_SEC) to specify ID numbers to associate with the business unit.
- Understanding PeopleSoft Payables Business Units
  This section discusses:

Payables Definition - Definition Page

Use the Business Unit ID Numbers page (BU_ID_NBRS_AP_SEC) to specify ID numbers to associate with the business unit.

Navigation:

Click the ID Numbers link on the Payables Definition - Definition page.

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

Accounting Information

Field or Control	Description
GL Business Unit (general ledger business unit)	Select the general ledger business unit to which you want to assign the PeopleSoft Payables business unit. Each line of distribution that you enter for a voucher can be charged to this general ledger business unit—the *charge to* business unit. The charge to business unit automatically appears as the general ledger business unit associated with the PeopleSoft Payables business unit that owns the voucher. You can charge vouchers to general ledger business units other than the default of the vouching business unit for a given distribution line. When the charge to general ledger business unit differs from the general ledger business unit of the vouching business unit, PeopleSoft Payables automatically creates interunit payables and receivables entries to reflect the business transaction. ChartField values on the distribution line that you enter are validated against the ChartField tables valid for the charge to general ledger business unit. For payment accounting, each bank account has a cash and cash clearing account associated with it. These accounts are tied to a particular general ledger business unit. The system enables you to pay vouchers of multiple PeopleSoft Payables business units from one bank account. If you do this, the system creates interunit payables and receivables automatically based on the payment interunit account on the general ledger business unit.

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Field or Control	Description
Accounting Entry Template	Select the template to associate with the PeopleSoft Payables business unit. The accounting entry template identifies the offset accounts that the system uses to balance payables transactions. It also identifies the accounts that the system uses to allocate nonmerchandise charges. You set it up on the Accounting Entry Template page. Other ChartField values can be inherited from the accounting entry template depending on the ChartField inheritance setup.
Ship To	Enter the default ship to location. The ship to location determines how the sales and use tax appear by default on the voucher in a sales and use tax environment, and how the VAT appears by default on the voucher in a VAT environment. You define ship to locations in the Ship To Locations component. You can override this default at lower levels in the PeopleSoft Payables control hierarchy.
Update Open Periods	Click to access the Open Periods Update page, where you can specify open and closed periods for this business unit that differ from that of the general ledger business unit. See Open Period Update Page.

Copy PO Option

Field or Control	Description
Accounting Template	If you select this check box then, when you copy purchase orders onto vouchers, the accounting template is copied from the Payables business unit. Deselect this check box to copy the accounting information from the purchase order.
Payment Terms	If you select this check box then, when you copy purchase orders onto vouchers, the payment terms are copied from the supplier. Deselect this check box to copy the payment terms information from the purchase order.
Supplier Location	If you select this check box then, when you copy purchase orders onto vouchers, the supplier location is copied from the purchase order. Deselect this check box to copy the supplier location information from the supplier default location.

> **Note**
>
> The default value of these check boxes is deselected.

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Posting Option

> **Note**
>
> The posting options are specific to voucher posting.

Field or Control	Description
Post Date Indicator	Select to identify which transactions are eligible for posting. Options are: *Post All Transactions*: The system posts all transactions eligible for posting. *Use Accounting Date*: The system selects transactions for posting based on the accounting date option specified on the Payables Options - Payables Options Page. *Use Current Date*: The system selects transactions for posting based on the date of the transaction. *Use Specific Date*: The system uses the date that you enter on this page to select transactions for posting. Keep in mind that if you enter a specific date here, all voucher transactions entered for business units using this SetID have the same accounting date.
Open for Voucher Posting	Select to post any vouchers or payments in the business unit.
Post Unapproved Vouchers	Select to post vouchers regardless of their approval status. If you do not want to post vouchers before they have been approved, you must deselect this check box.
Post Unmatched Vouchers	Select to post vouchers regardless of their matching status. If you do not want to post vouchers before they have been successfully matched, you must deselect this check box.

Miscellaneous

Field or Control	Description
Location	Enter a code to indicate which address defined on the Location Definition page prints on payment forms for the business unit.
ID Numbers	Click to access the Business Unit ID Numbers page, where you can associate various ID numbers with the PeopleSoft Payables business unit. You select an identifier type, such as *Dun & Bradstreet Number,* from a drop-down list in the **Standard ID Qualifier** field, and enter the ID number for each identifier type that you select.

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Field or Control	Description
Display GLN in Payables	Select this check box to display the Global Location Number (GLN) fields on invoice entry, accounting entry, voucher, voucher inquiry and quick invoice pages. The display of all the GLN information related fields like Ship to GLN, Remit to GLN and Supplier GLN are enabled if you select the **Display GLN in Payables** check box. GLN is a globally unique GS1 identification number for legal entities, functional entities and physical locations. GLNs are unique identifier numbers for business locations in the Healthcare Supply Chain.

Revaluation Posting Option

Field or Control	Description
Revalue Option	Select to specify the level of detail for revaluation entries. Options are: *Unit:* The system groups entries by business unit. There is only one entry for the business unit. *Supplier:* The system groups entries by business unit and supplier. There are entries for each business unit and supplier combination. *Voucher:* There is an entry for each voucher.

Related Topics

- Understanding the Voucher Posting and Payment Posting Processes
  The Voucher Posting process creates accounting entries from vouchers. The system uses the accounting entry template and inheritance rules that you set up on the Accounting Entry Template and ChartField Inheritance pages to identify the offset accounts needed to create accounting entries. The entries include the expense distributions entered into the system, as well as additional entries for the payables offset, value-added tax (VAT) expense, nonprorated, nonmerchandise expenses, and closure expenses. These accounting entries are then available for generating general ledger journals, using the Journal Generator Application Engine process (FS_JGEN). Vouchers must be entered, approved, and posted before you can send voucher information to the general ledger.
- Managing Voucher Line Tax Information with Taxware and Vertex
  This section provides an overview of voucher unposting when using Taxware and Vertex.
- Understanding VAT Processing in PeopleSoft Payables
  PeopleSoft Payables enables you to record and report VAT information associated with vouchers. Before you can do this, you must set up your VAT environment and enable your business units for VAT.
- Understanding Multiple Currencies in PeopleSoft Payables
  PeopleSoft offers a uniquely flexible structure that enables you to manage financial information in multiple currencies. You can use a *ChartField* to designate different currency codes within a ledger, or as required, you can store each currency in a different *ledger.*
- Application Fundamentals: Accounting Entry Template Page
- Application Fundamentals: Setting Up Locations

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- PeopleSoft Source to Settle Common Information: Defining Ship To Locations

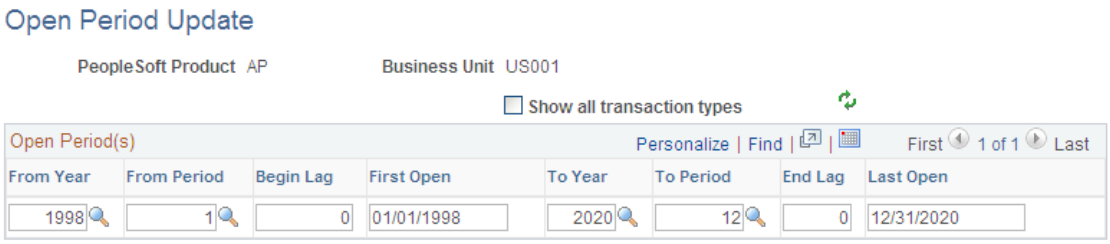
Open Period Update Page

Use the Open Period Update page (OPEN_PERIOD_SINGLE) to update the open periods for a business unit.

Navigation:

- Click the Update Open Periods link on the Payables Definition - Definition page.
- **Set Up Financials/Supply Chain**, and then **Business Unit Related**, and then **General Ledger**, and then **Open Periods**, and then **Open Period Update**

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



The normal default open period dates for each PeopleSoft Payables business unit are the same as the dates for the general ledger business unit with which it is associated. Use this page when you want an accounting period in PeopleSoft Payables to open or close at a different time from that of an accounting period in PeopleSoft General Ledger.

Field or Control	Description
From Year and **To Year**	Define the open period dates by entering a fiscal year (or fiscal year calendar ID number) in the **From** and **To** fields.
From Period and **To Period**	Define the open periods by entering an accounting period in both the From Period and To Period fields.

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Field or Control	Description
Begin Lag and **End Lag**	Enter the lag days for the beginning and end of the open periods. Lag days must be entered as a negative number. To understand how PeopleSoft Payables calculates lag days, assume that period 2 begins February 1, 2006, and you enter *–3* in the **Begin Lag** field. The system calculates the first open date to be January 29, 2006. If you were to define your lag days in this way, a voucher entered into the system on January 29, 2006 would get a default accounting date of February 1, 2006 instead of January 29, 2006. If you really want it to be January 29, you can override the default at entry time. The accounting date on the voucher is the accounting date the Voucher Posting Application Engine process (AP_PSTVCHR) and the Journal Generator Application Engine process (FS_JGEN) will use to calculate the accounting period. The system uses the end lag days to close the open period prior to the actual end of the period. Use lag days to close the accounts payable month to transactions before you close the general ledger month. Lag days only apply to the first and last open accounting periods. **Note:** Lag days functionality only applies when you use a voucher's current date as the accounting date. If you override the current date on a voucher, lag days functionality is disabled for that transaction. Likewise, if you select a specific accounting date at any of the following PeopleSoft Payables hierarchy levels —business unit (Payables Options), voucher origin, or control group—and that specific date prepopulates the voucher, lag days functionality is disabled for that voucher.
First Open and **Last Open**	The system calculates these dates based on the beginning and end of the open periods and the lag days. The system uses these dates to determine the first and last valid dates for transactions for the period. The first open date is based on the beginning date for the from year and from period, plus lag days. For example, suppose that the period starts April 1 and you specify –3 as the Begin Lag value, the system calculates the first open date of the period to be March 29. The last open date is calculated similarly. You can override the first open and last open dates. Changing the date does not change the lag days. This enables you to override the calculated period start date for one time only. When the next mass update occurs, the first open date is calculated as defined.

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> **Warning**
>
> The system issues a warning message if you select a closing date for the PeopleSoft Payables business unit that is later than the closing date for the general ledger business unit. If you do select a closing date for the PeopleSoft Payables business unit that is later than the closing date for the general ledger business unit, any transactions entered after the general ledger business unit closing date is not transferred to the general ledger.

Related Topics

- Application Fundamentals: Defining and Updating Open Periods and Adjustment Periods
- Application Fundamentals: Understanding Accounting Calendars Based on Open and Close Periods

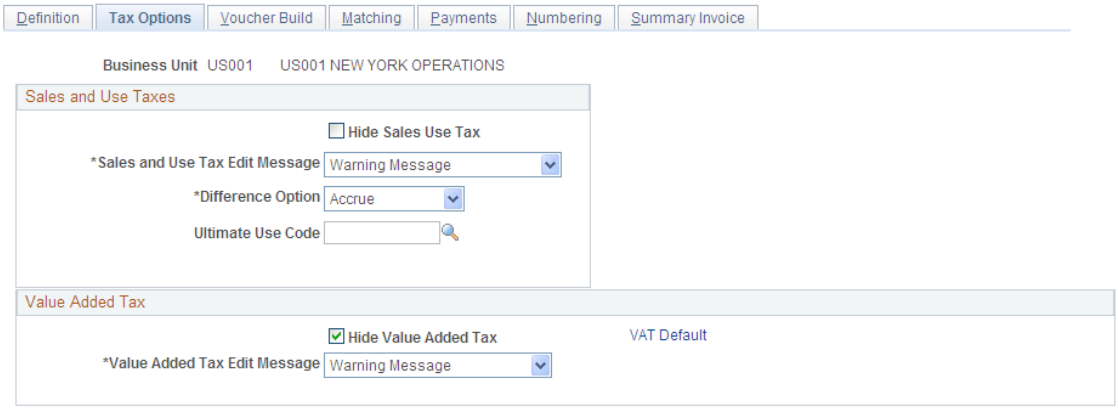
Payables Definition - Tax Options Page

Use the Payables Definition - Tax Options page (BUS_UNIT_TBL_AP2) to specify sales and use tax options and VAT options for the business unit.

Navigation:

Set Up Financials/Supply Chain, and then **Business Unit Related**, and then **Payables**, and then **Payables Definition**, and then **Tax Options**

This example illustrates the fields and controls on the Payables Definition – Tax Options page. You can find definitions for the fields and controls later on this page.



Sales and Use Taxes

Field or Control	Description
Hide Sales Use Tax	Select to prevent the sales and use tax fields from appearing on any vouchers for the business unit. You can use this option if this business unit does not process sales and use tax transactions.

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Field or Control	Description
Sales and Use Tax Edit Message	This message appears if there is a discrepancy between entered and calculated sales tax amounts on the voucher. Options are: *Error*: The system displays an error message describing the exceeded tolerance amounts and the calculated sales tax amount, and it places the voucher in a recycle status. You must accept the calculated amount. *No Message:* No message appears. You can save the voucher, but tolerance checking is not performed. *Warning:* The system displays an informational message when sales tax tolerances have been exceeded, but you can still save the voucher with the exceeded amount. You set up sales tax tolerance amounts or percentages on the Payables Options - Tax Options page.
Difference Option	Select to specify how discrepancies are addressed between tax amounts that are entered by users and tax amounts that are calculated by the system. Options are: *Accrue:* The system creates use tax charges for the voucher line whenever the calculated sales tax is greater than the sales tax input. This option enables both sales tax and use tax to be applied to a voucher line. *N/A* (not applicable): If sales tax is applicable, the sales tax amount that is entered on the voucher is applied to the voucher line, even if the amount is different from the calculated sales tax. The system does not calculate use tax. If you use Taxware or Vertex software, you must select this option. If sales tax is applicable and the tax amount is not entered on the voucher, the system will calculate use tax.
Ultimate Use Code	Enter a code to override the default tax rate that is based on the ship to location. Entering a value indicates that the final use of the taxed item results in a different tax rate within the same ship to or usage destination.

Value Added Tax

Field or Control	Description
Hide Value Added Tax	Select to prevent the VAT fields from appearing on any vouchers for the business unit. You can use this option if the business unit does not process VAT transactions. **Note:** Leave this check box deselected for all PeopleSoft Payables business units that are VAT-enabled by virtue of being mapped to a PeopleSoft General Ledger business unit that is part of a VAT entity.

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Field or Control	Description
Value Added Tax Edit Message	Select to determine whether a message appears when tolerances set at the payables options level are exceeded. Options are: *Error Msg* (error message): An error message appears when you save the voucher. *None*: No message appears, and you can save the voucher. *Warning*: A warning message appears, but you can save the voucher.
VAT Default	Click to access the VAT Defaults Setup page. The VAT Defaults Setup page is a common page used to set up VAT defaults for all PeopleSoft applications that process VAT transactions. You can define PeopleSoft Payables VAT business unit defaults, specifically, VAT apportionment control. **Note:** These settings can also be set by accessing the VAT Defaults component directly and selecting the AP Business Unit driver.

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

Taxware or Vertex

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

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

Field or Control	Description
Company and **Division**	Enter the business unit in these fields. You must ensure that the business unit in the PeopleSoft system is identical to the company and division in Taxware or Vertex.
Posting Option	Select to designate which transactions are posted to the register in Taxware or Vertex. Options are: *Accrued Transactions Only:* Use tax transactions. *All Transactions:* All taxable and exempt transactions. *Taxable Transactions Only:* Sales and use tax transactions.

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Field or Control	Description
Freight Terms Code	Select to determine the point of order origin. This field is used only by Taxware. These codes are defined by the user on the Freight Terms page. You must ensure that the freight terms code is identical in Taxware and in the PeopleSoft system.
Ship Via Code	These codes are defined by the user on the Ship Via Codes page and are used by both Taxware and Vertex. You must ensure that the PeopleSoft code is identical to the code in Taxware or Vertex.
Use Freight Product Code	Select only if the tax supplier is Taxware. This field indicates that Taxware uses a freight product code from the Taxware application.
Freight Product Code	Enter a value only if the tax supplier is Vertex. Enter a code from the Vertex application.

Use Tax Liability

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

Related Topics

- Establishing Taxware and Vertex Sales and Use Tax Processing
  This section discusses setting up Taxware and Vertex processing options.
- Understanding VAT Processing in PeopleSoft Payables
  PeopleSoft Payables enables you to record and report VAT information associated with vouchers. Before you can do this, you must set up your VAT environment and enable your business units for VAT.
- Application Fundamentals: Freight Terms Page
- Application Fundamentals: Ship Via Codes Page

Payables Definition - Voucher Build Page

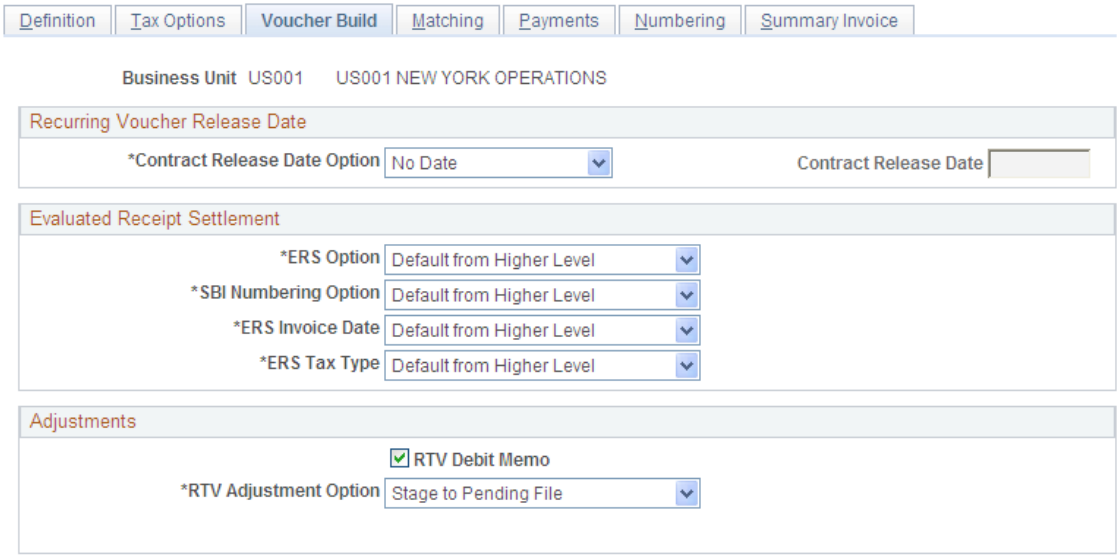
Use the Payables Definition - Voucher Build page (BUS_UNIT_TBL_AP3) to specify default options for the Voucher Build Application Engine process (AP_VCHRBLD) for the business unit.

Navigation:

Set Up Financials/Supply Chain, and then **Business Unit Related**, and then **Payables**, and then **Payables Definition**, and then **Voucher Build**

This example illustrates the fields and controls on the Payables Definition – Voucher Build page. You can find definitions for the fields and controls later on this page.

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Recurring Voucher Release Date

Field or Control	Description
Contract Release Date Option	Select to specify which date the system uses to determine whether to build vouchers for contracts. The Voucher Build process builds vouchers for contracts with dates on or before the date generated by the contract date option. Options are: *Curr Dt* (current date): Use the current date. *No Date*: Do not use any date option. *Specify*: Specify a date in the **Contract Release Date** field.

Evaluated Receipt Settlement

You can override the default ERS settings for the business unit. The defaults are set on the Procurement Control - ERS Options page for the general ledger business unit associated with the PeopleSoft Payables business unit.

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Adjustments

Field or Control	Description
RTV Debit Memo (return to vendor debit memo)	Select to indicate how return to vendor debit adjustments are handled for the business unit. If you select this check box, specify one of the following options in the **RTV Adjustment Option** field: *Create*: Automatic RTV adjustments are made and vouchers are created in the voucher tables. The RTV vouchers are then available for payment as a credit with all of the other vouchers. *No Adj* (no adjustment): No automatic adjustments are created. You must manually create a voucher to create a credit payment. *Stage*: Vouchers with automatic adjustments are first staged in the quick invoice tables, enabling you to review the voucher for pre-edit errors prior to actual voucher creation. **Note:** With the Commitment Control feature enabled and the **RTV Debit Memo** check box selected, you cannot select *No Adj* (no adjustment). Doing so causes the system to generate an invalid combination warning message. Selecting options here also determines how the PeopleSoft Purchasing's RTV Reconciliation Application Engine process (PO_RTVRECON) handles asset retirement transactions to the Asset Management interface. If you select *No Adj* (no adjustment option), the RTV Reconciliation process generates the asset retirement transactions received by Asset Management. However, if you select *Create* (create adjustment) or *Stage* (stage to pending file), PeopleSoft Payables generates the asset retirement transactions received by Asset Management.

Related Topics

- Procurement Control - ERS Options Page
  Use the Procurement Control - ERS Options (procurement control - evaluated receipt settlement options) page (BUS_UNIT_INTFC5) to enable ERS processing for the general ledger business unit and select the self-billed invoice (SBI) document option.
- Understanding Voucher Build Processing
  PeopleSoft Payables provides the Voucher Build process to build vouchers in batch from various source transactions, including transactions originating from third-party systems.
- PeopleSoft Source to Settle Common Information: Understanding Voucher and Order Contracts
- Quick Invoice Page
  Use the Quick Invoice page for a complete or simple worksheet in update/display mode.

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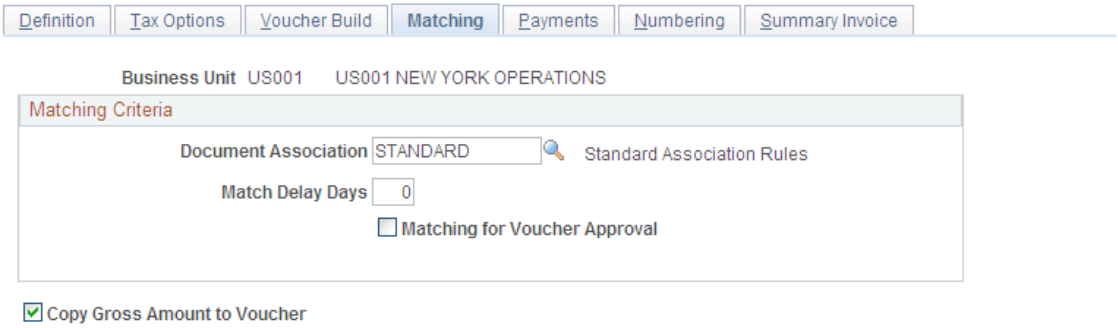
Payables Definition - Matching Page

Use the Payables Definition - Matching page (BUS_UNIT_TBL_AP4) to specify the matching options for the business unit.

Navigation:

Set Up Financials/Supply Chain, and then **Business Unit Related**, and then **Payables**, and then **Payables Definition**, and then **Matching**

This example illustrates the fields and controls on the Payables Definition – Matching page. You can find definitions for the fields and controls later on this page.



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

Matching Criteria

Field or Control	Description
Document Association	Enter a value to determine how the system associates purchase orders and receipts to vouchers. Set up the document association criteria on the Document Association Rules page.
Match Delay Days	Enter the number of days the system waits to include invoices in the Matching Application Engine process (AP_MATCH). The system adds the number of match delay days to the entry date to determine the match due date. The Matching process selects only the vouchers that are ready to be matched as of that date. **Note:** Match delay days are only applicable to EDI, XML, Document imaging, Spreadsheet vouchers, Online, Quick and Self Service invoices. Override the number of match delay days at the origin, control group, supplier, or voucher level.

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Field or Control	Description
Matching for Voucher Approval	Select to have the Matching process set matched vouchers to *Approved* and bypass the voucher approval process. **Note:** If you undo a matched voucher with this option selected, the Matching process updates the approval status on that voucher to *Pending*.

Additional Page Elements

Field or Control	Description
Copy Gross Amount to Voucher	Select to have the system copy the total merchandise amount from a purchase order or receiver to the gross amount field on the voucher when you use a copy worksheet or the Copy PO function to copy a purchase order or receiver to a voucher. By selecting this option, you indicate that, for all vouchers in the business unit, the system displays in the voucher header the corresponding total merchandise amount for the receiver or purchase order lines copied to the voucher lines. If you deselect this check box, the gross amount is blank for vouchers in this business unit after you copy predecessor documents to the voucher. In that case, you enter the gross amount from the supplier's invoice. **Note:** Sales tax, use tax, and VAT amounts are not included in the total amount copied to the voucher's gross amount field.

Related Topics

- PeopleSoft Source to Settle Common Information: Document Association Rules Page

Payables Definition - Payments Page

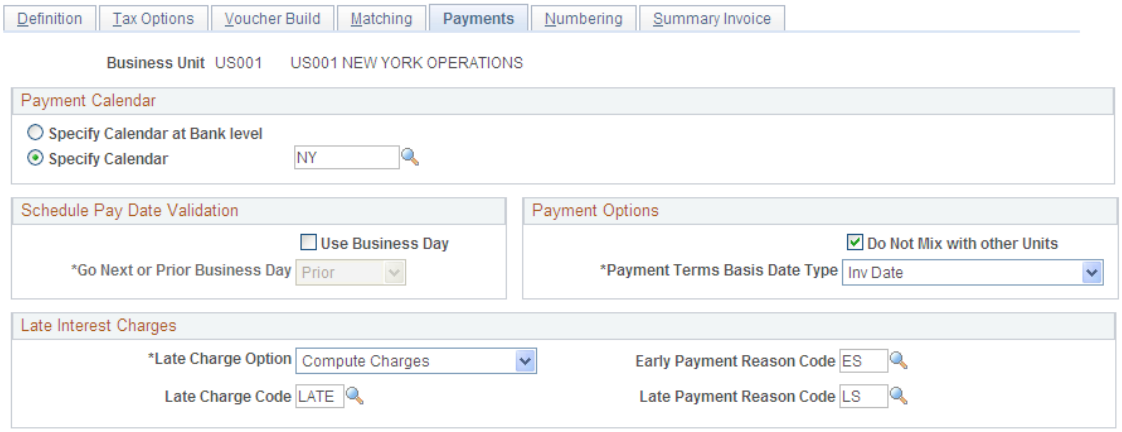
Use the Payables Definition - Payments page (BUS_UNIT_TBL_AP5) to specify payment options for the business unit.

Navigation:

Set Up Financials/Supply Chain, and then **Business Unit Related**, and then **Payables**, and then **Payables Definition**, and then **Payments**

This example illustrates the fields and controls on the Payables Definition – Payments page. You can find definitions for the fields and controls later on this page.

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Payment Calendar

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

Schedule Pay Date Validation

Field or Control	Description
Use Business Day	Select to enable the **Go Next or Prior Business Day** option.
Go Next or Prior Business Day	Select *Next* or *Prior* to have the system schedule the date as the next or prior day if the scheduled due date of a voucher for the business unit falls on a nonbusiness day in the business calendar. Then, if the holiday option is also enabled, the system schedules the date as due after the holiday or due before the holiday, according to the holiday option that you select. When the **Use Business Day** check box is not selected but the holiday option is enabled, if the scheduled due date of a voucher in this business unit falls on a holiday, the system schedules the date as the next or prior business day according to the holiday option only.

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Payment Options

Field or Control	Description
Do Not Mix with other Units	Select to keep the business unit separate from other business units when you make payments to suppliers. If you *do not* select this option, the PeopleSoft Payables system enables you to combine payments for vouchers that originate in multiple business units. In other words, you can print one check to a supplier to satisfy multiple vouchers from multiple business units. **Note:** This option applies *only* to payments handled through the regular pay cycle processes. During the Payment Selection process, the system checks for items marked with this option. As such, this option does not apply to express payments as they are created outside of the regular pay cycle schedule.
Payment Terms Basis Date Type	Specify a date that the system uses in conjunction with the voucher payment terms to calculate the net due date, discount due date (if applicable), and the scheduled due date. Options are: • *Acct Date* (accounting date). • *Doc Date* (document date—date voucher is entered). • *Inv Date* (invoice date). • *Recpt Date* (receipt date). • *Ship Date.* • *User Date* (user-specified date). **Note:** The system populates the appropriate date on the Payment Terms page. However, you are required to enter a basis date if you select *User Date.*

Late Interest Charges

Field or Control	Description
Late Charge Option	Select to determine whether late charges are applied. Options are: *Compute Charges*: The system calculates late charges. *Not Applicable:* The system does not calculate late charges.
Late Charge Code	Select a late charge code. The system uses the code you select here as the basis for calculating late charges.
Early Payment Reason Code and **Late Payment Reason Code**	Select an early and late payment reason code. You set these up on the Payment Reason Code page.

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Related Topics

- PeopleSoft Source to Settle Common Information: Payment Reason Codes Page

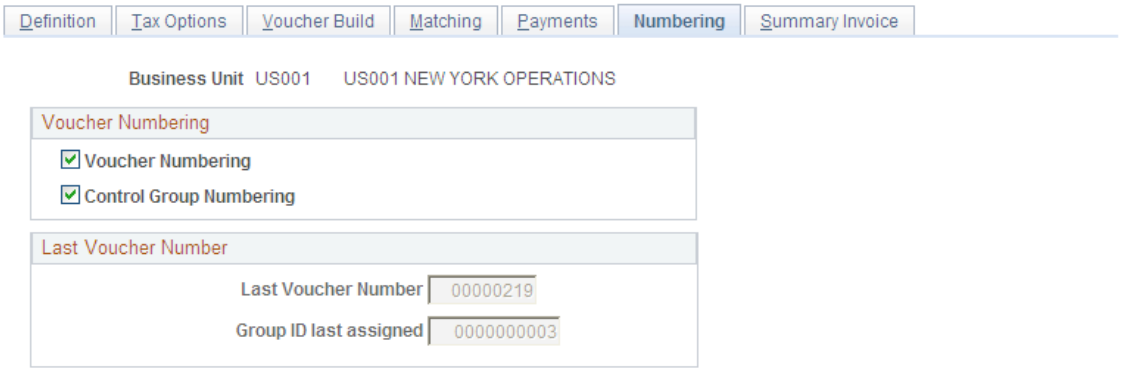
Payables Definition - Numbering Page

Use the Payables Definition - Numbering page (BUS_UNIT_TBL_AP6) to specify auto-numbering options for the business unit.

Navigation:

Set Up Financials/Supply Chain, and then **Business Unit Related**, and then **Payables**, and then **Payables Definition**, and then **Numbering**

This example illustrates the fields and controls on the Payables Definition – Numbering page. You can find definitions for the fields and controls later on this page.



Voucher Numbering

Field or Control	Description
Voucher Numbering	Select to have the system number all vouchers automatically. When you add a voucher, the ID field appears automatically as *NEXT;* when you save the voucher, the system assigns the next sequential number.
Control Group Numbering	Select this option to have the system number all control groups automatically. When you add a control group, the ID field appears automatically as *NEXT;* when you save the control group, the system assigns the next sequential number.

Last Voucher Number

Field or Control	Description
Last Voucher Number	Displays the last voucher number assigned in the PeopleSoft Payables system.

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Field or Control	Description
Group ID last assigned	Displays the last control group ID assigned in the PeopleSoft Payables system.

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

(USF) Treasury Symbol Attribute

Field or Control	Description
Treasury Symbol Attribute	Enter the treasury symbol ChartField attribute to associate treasury account symbols with specific fund codes. Use the ChartField Attribute and ChartField Attribute Values pages to define the treasury account symbols. When you perform this setup, treasury account symbols are stored for all transactions that are associated with fund codes. Treasury account symbols represent summary accounts established by the U.S. Treasury Department for each appropriation and fund showing transactions to such accounts. Each account provides the framework for establishing a set of balanced accounts on the books of the respective federal agency.

Payables Definition - Summary Invoice Page

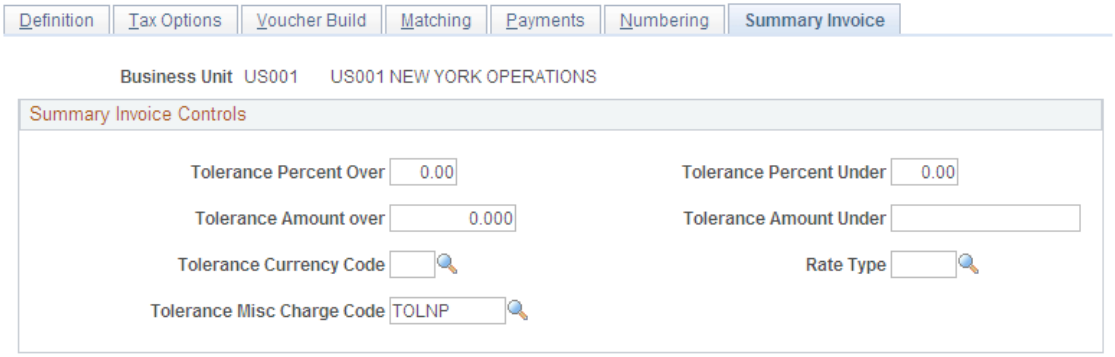
Use the Payables Definition - Summary Invoice page (BUS_UNIT_TBL_AP7) to specify summary invoice tolerance controls for the business unit.

Navigation:

Set Up Financials/Supply Chain, and then **Business Unit Related**, and then **Payables**, and then **Payables Definition**, and then **Summary Invoice**

This example illustrates the fields and controls on the Payables Definition – Summary Invoice page. You can find definitions for the fields and controls later on this page.

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

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

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Related Topics

- Entering Summary Invoices
  This section discusses how to enter summary invoices.
- PeopleSoft Source to Settle Common Information: Defining Miscellaneous Charges and Landed Costs
- Application Fundamentals: Accounting Entry Template Page

Defining PeopleSoft Payables Business Unit Options by SetID

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

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

Pages Used to Define PeopleSoft Payables Business Unit Options by SetID

Page Name	Definition Name	Usage
Payables Options - Payables Options Page	BU_AP_OPT_ACCTG	Define accounting date options for PeopleSoft Payables business units sharing the SetID.
Payables Options - Vouchering Options 1 Page	BU_AP_OPT_VCHR1	Enter the voucher approval rules, currencies, and single payment supplier for the SetID.
Payables Options - Vouchering Options 2 Page	BU_AP_OPT_VCHR2	Specify the actions that the system takes when it encounters duplicate invoices, incorrect ChartFields, and vouchers with unbalanced lines.
Payables Options – Document Management	BU_AP_OPT_DCM	Specify the third party imaging integration options to enable data input from an imaged invoice.
Payables Options - Payment Options Page	BU_AP_OPT_PYMNT	Specify the default payment terms, payment method, and bank account for the SetID. These options control the defaults for suppliers and individual vouchers.
Holiday Processing Options Page	HOL_PROC_SEC	Specify the holiday processing options for the SetID. See Payables Options - Payment Options Page
Payables Options - Tax Options Page	BU_AP_OPT_TAX	Specify sales tax, use tax, and VAT options for the SetID.

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Understanding PeopleSoft Payables Business Unit Setup by SetID

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

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

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

See PeopleSoft Source to Settle Common Information: Understanding Procurement Options.

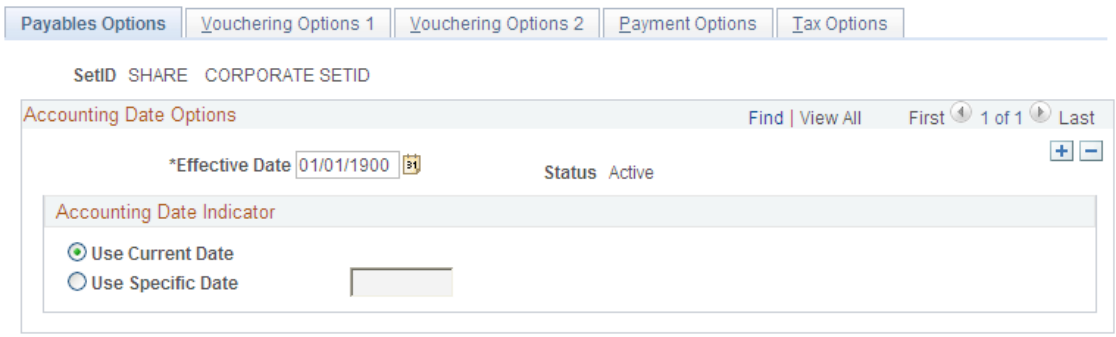
Payables Options - Payables Options Page

Use the Payables Options - Payables Options page (BU_AP_OPT_ACCTG) to define accounting date options for PeopleSoft Payables business units sharing the SetID.

Navigation:

Set Up Financials/Supply Chain, and then **Business Unit Related**, and then **Payables**, and then **Payables BU Processing Options**

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



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

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Field or Control	Description
Use Current Date	Select to have the system apply the date of the transaction as the accounting date.
Use Specific Date	Select to have the system use the date that you enter on this page to determine which period to use for posting the transactions. Keep in mind that if you enter a specific date here, all voucher transactions entered for business units using the SetID will have the same accounting date.

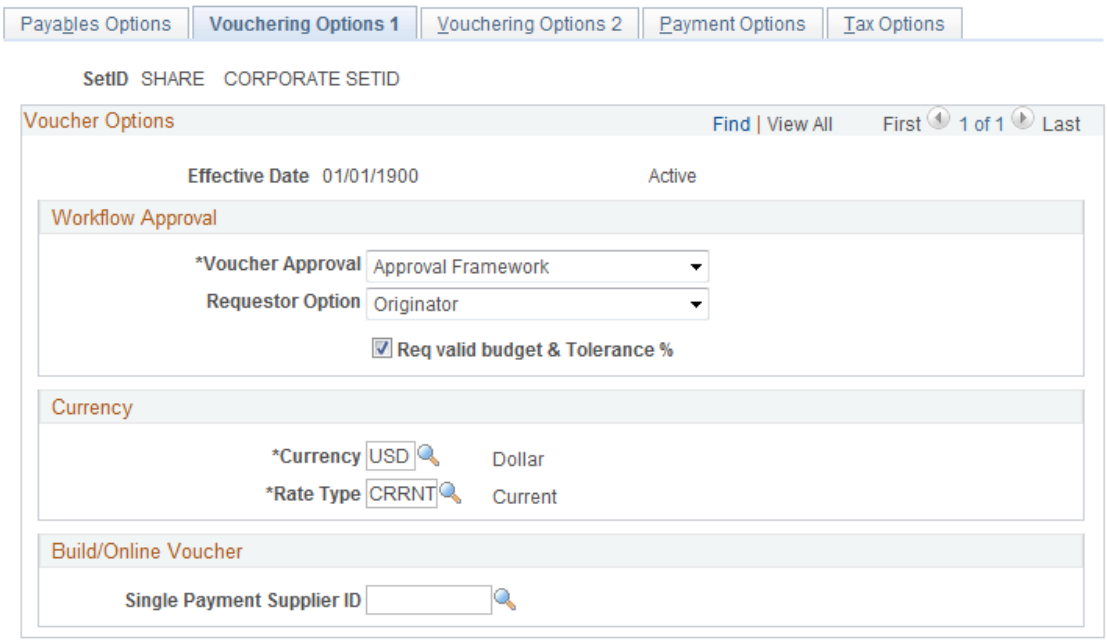
Payables Options - Vouchering Options 1 Page

Use the Payables Options - Vouchering Options 1 page (BU_AP_OPT_VCHR1) to enter the voucher approval rules, currencies, and single payment supplier for the SetID.

Navigation:

Set Up Financials/Supply Chain, and then **Business Unit Related**, and then **Payables**, and then **Payables Options**, and then **Vouchering Options 1**

This example illustrates the fields and controls on the Payables Options – Vouchering Options 1 page. You can find definitions for the fields and controls later on this page.



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Field or Control	Description
Voucher Approval	• *Approval Framework:* Select to implement voucher approval using PeopleSoft Approval Framework. If you select this option, you can use the business processes and rule sets supplied with the system. However, you may need to modify the rules, roles, and routings to suit your organization. The set up of business processes, rule sets, and routings is completed using the Approval Framework feature. The Approval Framework process determines if Valid Budget Checking and Document Tolerance checking are required before approval based on this configuration in the AP Business Unit options. • *Pre-Approved:* Select to implement voucher pre-approval at the business unit level. Any voucher entered for a business unit assigned to a SetID with *Pre-Approved* as the approval rule is automatically approved for payment. You can override this setting at the origin, control group, or supplier level of the control hierarchy. • *Virtual Approver:* Select to implement voucher approval using PeopleSoft Virtual Approver. If you select this option, you can use the business processes and rule sets supplied with the system. However, you may need to modify the rules, roles, and routings to suit your organization. The set up business processes, rule sets, and routings is completed using the Virtual Approver feature.
Requestor Option	Select to determine who is used as the Requestor for a Voucher Approval. • *Originator:* The original operator who entered the voucher. • *Last Updated by user:* The last user who updated the voucher. This is used when determining if Self-Approval is configured for the Approval process. **Note:** This field appears only when *Approval Framework* is selected in Voucher Approval.
Business Process	Enter a business process name to identify the purpose of the workflow; for example, *Process Voucher Approval.*
Rule Set	Enter a rule set name to identify the steps of the process that a voucher undergoes as it is processed by workflow for approval; for example, *Payment Approval Rule Set 1.*
Route Denials To	Enter the roles to which denied vouchers are routed through workflow.

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Field or Control	Description
Currency	Enter the default voucher currency for the business units assigned to this SetID. This is the transaction currency that the system uses by default on vouchers for these business units. You can select alternate currencies when you enter vouchers if you have multicurrency bank accounts. You can also select alternate currencies when you enter supplier information. The supplier currency then appears by default on vouchers that are entered into the system for a particular supplier.
Rate Type	Enter the rate type that the system uses for all vouchers generated for business units using the SetID. Rate types are defined on the Market Rate Type page.
Single Payment Supplier ID	Enter the single payment supplier ID that the business units using the SetID use on vouchers for one-time suppliers who are not set up in the system. You set up the single payment supplier by SetID in the Supplier Information component (VNDR_ID). This single-payment supplier defaults onto the voucher. For online vouchers, you can override it when you enter the voucher. For vouchers processed by the Voucher Build process, you can override it by specifying a single payment supplier ID as the supplier in the source data that you stage be processed.

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

Related Topics

- Approving Vouchers
  This section provides an overview of voucher approval and lists prerequisites.
- Understanding the Landed Cost Extraction Process
  Landed cost includes all charges associated with getting an inventory item into your warehouse and available for use or sale. These charges may include material, subcontracted services, freight, insurance, duty, taxes, and handling charges. PeopleSoft Payables features a landed cost extraction module that extracts landed cost data from vouchers, purchase orders, and receivers and passes the data to PeopleSoft Cost Management.
- Understanding Document Sequencing
  Statutory requirements in some countries require that all financial transactions *(documents)* be classified into different transaction types, and that within each transaction type, all documents entered be numbered sequentially. The Document Sequencing feature helps you maintain established business practices by meeting both of these requirements.

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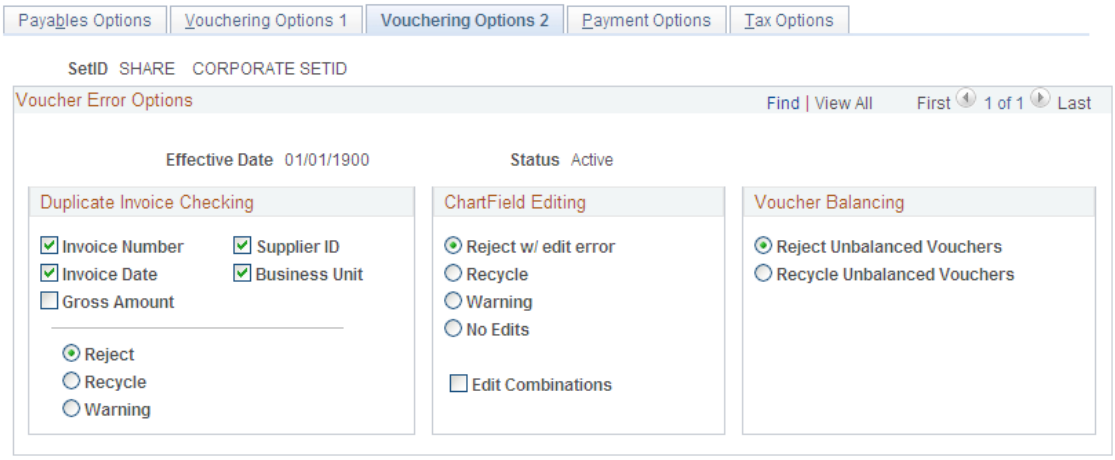
Payables Options - Vouchering Options 2 Page

Use the Payables Options - Vouchering Options 2 page (BU_AP_OPT_VCHR2) to specify the actions that the system takes when it encounters duplicate invoices, incorrect ChartFields, and vouchers with unbalanced lines.

Navigation:

Set Up Financials/Supply Chain, and then **Business Unit Related**, and then **Payables**, and then **Payables Options**, and then **Vouchering Options 2**

This example illustrates the fields and controls on the Payables Options – Vouchering Options 2 page. You can find definitions for the fields and controls later on this page.



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

Field or Control	Description
Reject	Select to have the system reject the voucher; you cannot save the voucher until the error is fixed. **Note:** The Voucher Build process treats rejected vouchers as recycle vouchers.
Recycle	Select to save your work without enabling the voucher to be posted until the error is corrected. The system displays a message to this effect. **Note:** You can search for and correct vouchers in recycle status in both the online Voucher component (VCHR_EXPRESS) and the Voucher Maintenance component (VCHR_CORRECTION).
Warning	The system issues a warning but enables you to save, post, and pay the voucher. **Note:** The Voucher Build process passes vouchers that fail warning edits without providing a warning.

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Field or Control	Description
No Edits	Select to bypass ChartField editing.

Duplicate Invoice Checking

Depending on the options that you select here, the system checks each voucher that is entered for a business unit for duplicates. It can check for duplicate invoice numbers, invoice dates, or any combination of the options listed here.

If you select multiple options, the system performs an AND check. For example, if you select invoice number and invoice date, the system finds a duplicate if the invoice number *and* invoice date are the same. The system does not find a duplicate, however, if the invoice number is the same but not the date. The more variables that you select, the less likely it is that the system will identify duplicate vouchers.

If any of these variables are found to have values that already exist in the voucher tables, you can have the system reject, recycle, or issue a warning when the voucher is saved.

In addition, if you enable duplicate invoice checking for a business unit, the system also performs a preliminary check when you add vouchers. The system checks against the voucher table to see if any existing vouchers already contain the entered invoice number. If it finds any that do, it issues a warning message before displaying the Invoice Information page. This preliminary check ensures that you do not discover a duplicate invoice number after you enter all of the voucher information.

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

> **Note**
>
> Duplicate invoice checking only looks for duplicates within the same voucher style. For example, if the voucher style is *Regular Voucher,* then duplicate invoice checking only considers vouchers that have a voucher style of *Regular Voucher* as possible duplicates. If the voucher had a reversal, it would not consider that a duplicate, because the voucher style is *Reversal Voucher.*

ChartField Editing

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

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Field or Control	Description
Edit Combinations	Select to use ChartField combination editing. **Note:** If you plan to use ChartField combination editing, it is important that you select the **Edit Combinations** check box in addition to one of the ChartField editing options. Selecting this option enables ChartField combination editing to validate against the ChartFields that you define during setup. If this option is not selected, and you have only selected the reject, recycle or warning option, ChartField combination editing checks only that you entered valid, single ChartField values on the vouchers.

Voucher Balancing

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

Related Topics

- Application Fundamentals: Understanding ChartField Combination Editing

Payables Options – Document Management Page

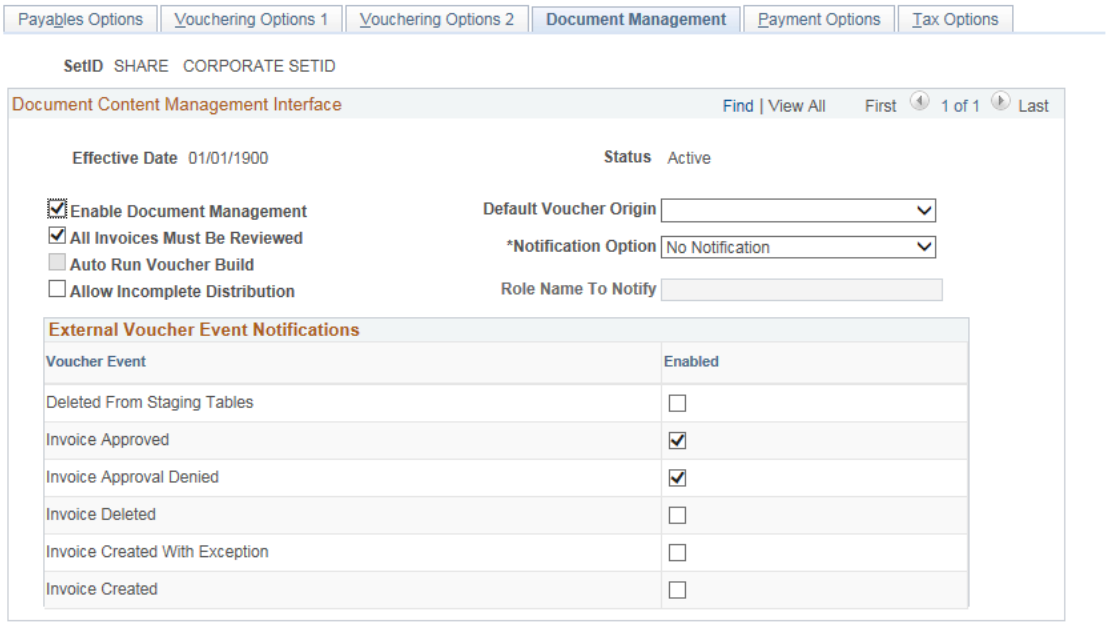
Use the Payables Options – Document Management (BU_AP_OPT_DCM) page to specify the options for integrating a third party imaging solution to capture data input from an imaged invoice. This page is available only if the Document Content Management Interface is enabled on the Installation Options – Payables page.

Navigation:

Set Up Financials/Supply Chain, and then **Business Unit Related**, and then **Payables**, and then **Payables Options**, and then **Document Management**

This example illustrates the fields and controls on the Payables Options – Document Management page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Enable Document Management	Select to enable imaging integration for all business units defined for the SetID.
Default Voucher Origin	Select the default voucher origin. The system uses this option for all vouchers that are created using the imaging integration process.
All Invoices Must Be Reviewed	Select to ensure that all imaged invoices entering the PeopleSoft system are reviewed for corrections, using the Quick Invoice Page. This determines the status of the voucher in the Quick Invoice.
Auto Run Voucher Build	Select to trigger the Voucher Build Process for every imaging invoice that enters the system. No notifications are sent for review. **Note:** If **All Invoices Must Be Reviewed** is selected, this option is disabled.
Notification Option	Select to send an email notification each time a new imaged invoice enters the system. In addition, the Accounts Payable department gets a notification on the WorkCenter (My Work links) that there are imaging invoices for review. See Example: Accounts Payable WorkCenter **Note:** You must define a role for which notifications are sent. When entering a large number of imaging invoices, email notifications are sent one for each invoice created.
Allow Incomplete Distribution	Select to allow non-PO invoices without a Speedchart to not be rejected if accounting details are incomplete.

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Field or Control	Description
External Voucher Event Notifications	Select to send a message to the third party imaging solution that the voucher was created. In case the imaging solution that is integrated into PeopleSoft requires status updates to the imaged data within its database, the appropriate event(s) can be selected accordingly. All options are deselected by default: • **Deleted From Staging Tables:** Select to send a message when the imaged data in the staging records is deleted. You can delete the data from the Quick Invoice page. • **Invoice Approved:** Select to send a message when Voucher approvals are enabled within Accounts Payable and the voucher becomes fully approved, or if there are no approvals enabled and the vouchers enter as pre-approved. • **Invoice Approval Denied:** Select to send a message if an approver has denied a voucher from being approved while you have enabled voucher approvals. • **Invoice Deleted:** Select to send a message if an imaged invoices is deleted. Invoices are deleted from the Delete Voucher page or the Voucher Mass Maintenance page. See Deleting Individual Vouchers and Voucher Mass Maintenance Page • **Invoice Created With Exception:** Select to send a message if the Validation process finds one or more data errors in the invoice that require correction. • **Invoice Created:** Select to send a message when the Voucher build process is successfully executed and the voucher has been created without any errors (voucher not in Recycle status).

Payables Options - Payment Options Page

Use the Payables Options - Payment Options page (BU_AP_OPT_PYMNT) to specify the default payment terms, payment method, and bank account for the SetID.

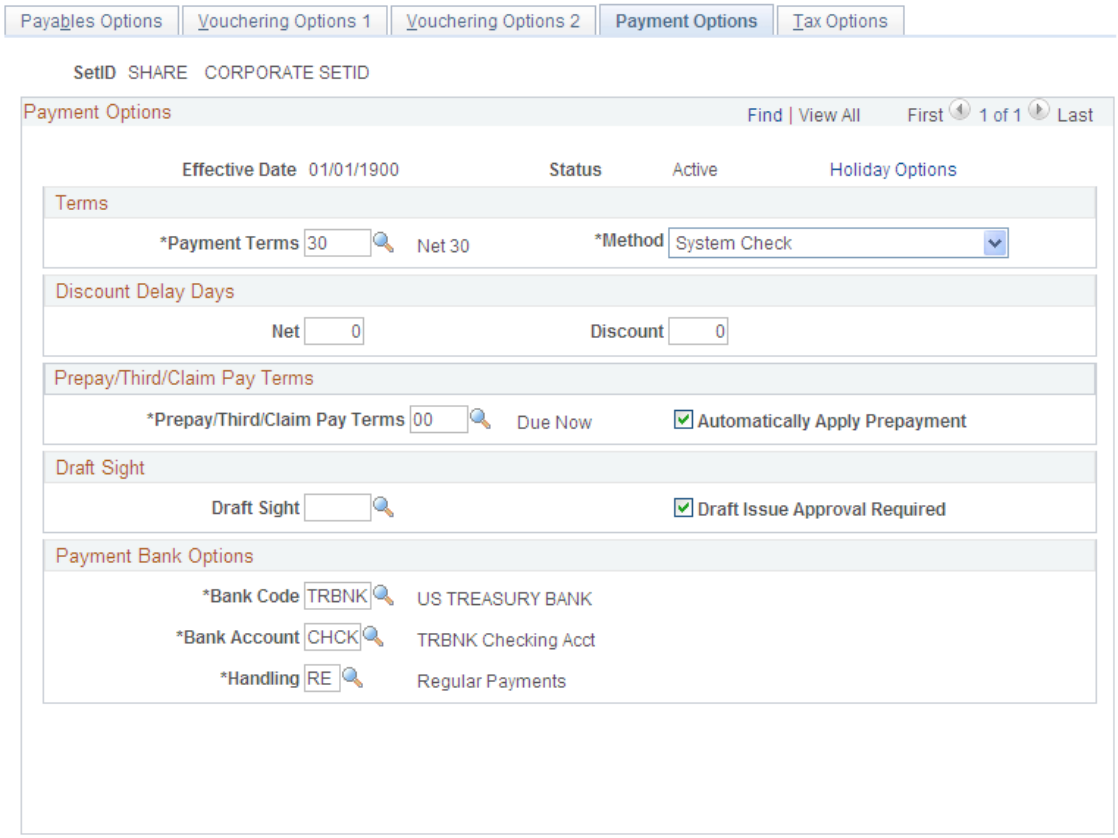
These options control the defaults for suppliers and individual vouchers.

Navigation:

Set Up Financials/Supply Chain, and then **Business Unit Related**, and then **Payables**, and then **Payables Options**, and then **Payment Options**

This example illustrates the fields and controls on the Payables Options – Payment Options page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Holiday Options	Click to open the Holiday Processing Options page, where you can establish bank holiday processing for this SetID. The system calculates bank holidays using the business calendar defined on the Business Calendars page. Options for holiday processing are: • *Due After Holiday*: The system takes any bank holidays into consideration when it calculates the scheduled due date and delays payment until after the bank holiday. Use the **Days** field to enter the number of days after the holiday that the payment can be made. • *Due Before Holiday*: The system takes any bank holidays into consideration when it calculates the scheduled due date and makes the payment before the bank holiday. Use the **Days** field to enter the number of days before the holiday that the payment can be made. • *Not Applicable*: The PeopleSoft Payables system does not take bank holidays into consideration when it calculates payment due dates. If you select the *Due After Holiday* option, you can also select the *Allow due date in next month* option to enable a payment to be made in the next month. If you don't select this option and the payment date after a holiday does fall in the next month, the system schedules the payment before the holiday. For example, you would not select this option if you want payments to be made after a holiday but not in the next month when a holiday falls at the end of a month. **Note:** Normally, holiday options appear by default from the PeopleSoft Payables business unit level and are carried over to the supplier level and then to the voucher level. However, if a user specifies holiday options during the bank account setup, the bank account options override the default value on the voucher.

Terms

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

Field or Control	Description
Automated Clearing House	Select to create an electronic file containing the required clearinghouse information. You send all applicable payments in one file to a clearinghouse. The clearinghouse then sends the payments to the supplier's bank.

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Field or Control	Description
Direct Debit	Select to make a payment directly to the supplier's bank account through electronic transfers for specific goods or services. While contractual, the payments can be for different amounts and can vary over periodic intervals.
Draft - Customer EFT (draft - customer electronic funds transfer)	Select to create EFT files instead of printed drafts. You send the file to your bank when the draft payment is due.
Draft - Customer Initiated	Select to have the system produce a draft before the draft due date. It details the draft identification number, the draft amount, and the draft maturity date, and you send it to the supplier. About 10 days before the draft maturity date, the supplier submits the draft to its bank for collection. The supplier's bank asks your bank to honor the draft. The supplier submits the draft to your bank for verification. Once your bank verifies the funds, it pays the draft.
Draft - Supplier Initiated	Select to have the supplier initiate payment and have the draft drawn against your bank account with a future due date. Upon the settlement date of the draft, you can assume that the whole amount of the draft has been withdrawn from your account.
Electronic Funds Transfer (EFT)	Select to create an electronic file containing the required bank and payment information. You send all applicable payments in one file to your bank for payment. The bank then sends the payments to your supplier's bank
Giro - EFT	Select to create an output data file containing the payment information. You send the output data file to the bank electronically or on taped media. This payment method is primarily used in Singapore.
Giro - Manual	Select to use a type of remittance slip that is handled as a manual payment. Accept Giro is a standard format used in the Netherlands that has an invoice with a tear-off portion. The tear-off section displays all of the information necessary to execute a payment. You detach the tear-off portion and send it to your bank for payment to the supplier. Your bank sends payment to the supplier's bank, and the supplier's account information is updated.

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Field or Control	Description
Letter of Credit	Select to use an agreement issued by a bank at the request of its client and add the bank's promise of payment to your promise. The letter of credit frequently requires congruity with a number of terms, conditions, or events before the supplier can collect payment. All vouchers that have the same letter of credit ID are grouped in a single payment. Only those payments for which you have selected the **L/C Advice** option on the Preferences page of the Payment Selection Criteria component (PYCYCL_DEFN) have a printed letter of credit advice.
Manual Check	Select to use the manual payment functionality, which records into the system a check that was typed or handwritten outside of the system.
System Check	Select to use scheduled payments that require a printed paper check and remittance advice.
Wire Transfer	Select to create an electronic payment from your bank account to the supplier's bank account. Wires can be created by running pay cycle processes to process your wire transfer payments and also by Pay Cycle Manager using PeopleSoft Financial Gateway.
Payment Card	Select to use the virtual payment card for supplier payments.

See Understanding PeopleSoft Payables Payment Formats.

Discount Delay Days

Discount delay days enable you to specify extra days to process checks when you know that most or all of the suppliers for these business unit are lenient with due dates. In calculating the due date for discount and net, the system checks the payment terms and payment terms basis date. Based on the terms, it calculates the discount and net date. It adds the discount and net delay days, as specified by the control hierarchy, to yield the updated discount date and net date.

Field or Control	Description
Net	Enter the number of delay days for net payment. A delay of *5* days provides extra time to make the net payment.
Discount	Enter the number of delay days for discount payment. If you enter *2* delay days, you can process payments two days later than the discount due date and still have the PeopleSoft Payables system take the discount.

You define payment terms on the Payment Terms page.

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Prepay/Third/Claim Pay Terms

Field or Control	Description
Prepay/Third/Claim Pay Terms	Specify the default prepayment, third-party, or claim (claimback) payment terms ID for the SetID.
Automatically Apply Prepayment	Select this check box to enable the system to apply unapplied vouchers to prepayments automatically during the Voucher Posting process.

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

> **Note**
>
> If you do not populate this field, the payment terms for prepaid vouchers for the SetID appear as blank in the Voucher component. You can enter or override payment terms for prepaid vouchers at the voucher level.

Payment terms for third-party vouchers cannot include a discount.

Draft Sight

Field or Control	Description
Draft Sight	Enter the sight code. This code references the agreed upon payment terms between you and the supplier for draft payments. It is similar to accounts payable and accounts receivable payment terms, such as NET30, except that it does not use discounts. Use the Sight Codes page to establish sight codes.
Draft Issue Approval Required	Select to specify that the status *Approved* is required before accounting entries can be generated for drafts using the Payment Posting Application Engine process (AP_PSTPYMNT). If you select this check box, approval is required before accounting entries can be generated. All payments must have DFT_STATUS = 'A' (approved). If you do not select this check box, approval is not required for payment posting, and payments can have draft status of either *C* (created) or *A* (approved).

To access the Holiday Processing Options page, click the **Holiday Options** link on the Payables Options - Payment Options page.

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Payment Bank Options

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

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

(USF) Pay Sched/Date Calculation

Field or Control	Description
Pay Schedule Type	Select the default schedule payment type for the business units sharing the SetID. You can override this setting at the origin, supplier, and voucher levels of the control hierarchy. Options are: *Manual:* Indicates that the agency can cut checks to pay the supplier directly. If you select this option, the Pay Cycle Application Engine process (AP_APY2015) does not process payment schedules for this business unit. *Other:* Indicates that the payments cover nontransportation expenses. *Transport:* Indicates that the payments cover transportation expenses.
Date Calculation Basis	Specify whether the system calculates the payment date using the federal prompt payment criteria. The following values are delivered with the system: • *(none)* • *Agricultural Commodities* • *Dairy* • *Meat* • *Poultry* • *Prompt Pay Basis*

Related Topics

- Application Fundamentals: Defining Business Calendars
- PeopleSoft Banks Setup and Processing: External Accounts - Collection Methods Page
- PeopleSoft Source to Settle Common Information: Understanding Procurement Options
- Scheduling and Creating Voucher Payments for Online Vouchers
- Sight Codes
  The sight code references the agreed-upon payment terms between you and your supplier. Sight codes are similar to accounts payable and accounts receivable payment terms, such as NET30, except that sight codes do not use discounts. You can maintain your default sight codes at the business unit, origin, and supplier levels of the PeopleSoft default hierarchy.

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- Payment Selection Criteria - Preferences Page
  Use the Payment Selection Criteria - Preferences page (PYCYCL_DEFN_OPT) to set pay cycle general options.
- Understanding PeopleSoft Payables Payment Formats
  This section discusses:
- Understanding Federal Payment Processing
  This section discusses:

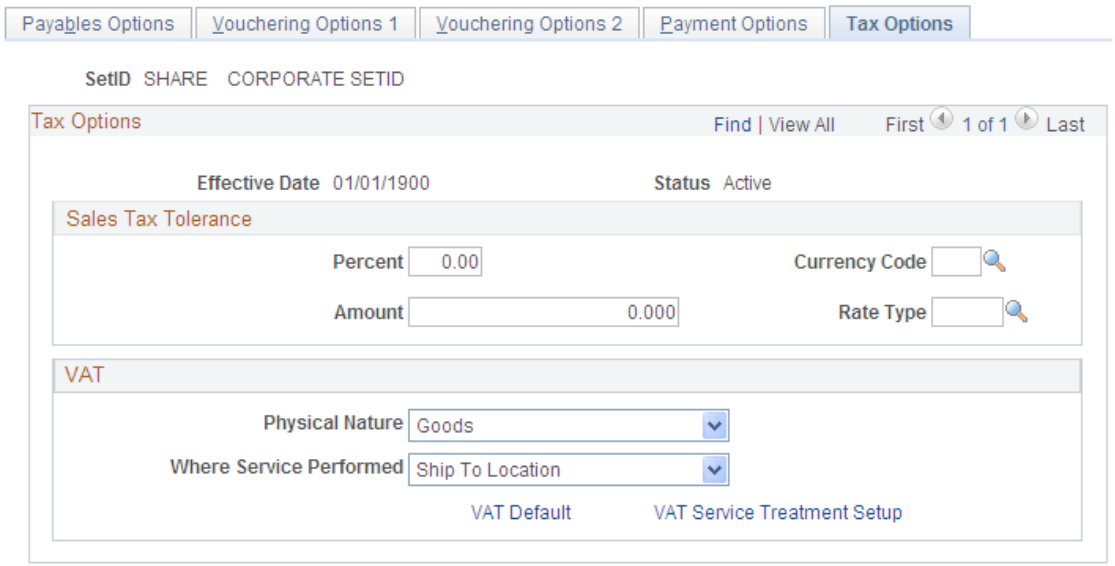
Payables Options - Tax Options Page

Use the Payables Options - Tax Options page (BU_AP_OPT_TAX) to specify sales tax, use tax, and VAT options for the SetID.

Navigation:

Set Up Financials/Supply Chain, and then **Business Unit Related**, and then **Payables**, and then **Payables Options**, and then **Tax Options**

This example illustrates the fields and controls on the Payables Options – Tax Options page. You can find definitions for the fields and controls later on this page.



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

Field or Control	Description
Percent	Enter a value to define the tolerance as a percent of the calculated sales tax amount. Enter a percent value in this field.

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Field or Control	Description
Amount	Enter a value to define the tolerance as a fixed amount. Enter an amount in this field. The system checks against the percentage first, and if it is out of tolerance, it then checks against the amount. If both are exceeded, a warning or error is issued (according to the discrepancy handling that you set up on the Payables Definition - Tax Options page). If the percent is exceeded and the amount is not—as in the case of a low voucher amount—the tolerance is met and the voucher is saved without issuing a warning.
Currency Code and **Rate Type**	Enter the currency code and rate type for the tolerance amount.

VAT Options

In this group box, you establish the following defaults for all PeopleSoft Payables business units that share the SetID:

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

Field or Control	Description
Physical Nature	Select the default physical nature for transactions. Options are *Intangible/Services* and *Physical Goods.* For many countries, you must report the sale or purchase of goods separately from services.
Where Service Performed	Enter the default location for where a service is most often performed; that is, the place at which the VAT liability is incurred. Options are *Buyer's Location, Ship From Location, Ship To Location,* and *Supplier's Location.*

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Field or Control	Description
VAT Default	Click to access the VAT Defaults Setup page. The VAT Defaults Setup page is a common page used to set up VAT defaults for all PeopleSoft applications that process VAT transactions. On this page, you can define PeopleSoft Payables VAT defaults for the business units sharing the SetID (as applicable). In PeopleSoft Payables, several of these defaults can be overridden at the voucher origin level, control group level, supplier level, and the voucher itself. Defaults are defined by VAT reporting country and defaulting state. These defaults include: • VAT applicability. • VAT declaration point • Goods declaration point. • Services declaration point. • VAT use type. • VAT tolerance currency, rate, amount, percentage. • VAT calculation type. • VAT transaction type defaults. • VAT code defaults. Other options can only be overridden at certain points in the control hierarchy: • The VAT tolerance check indicator parameters can be overridden at the voucher origin level, control group level, and supplier level, but not on the voucher itself. • The allow override recovery/rebate parameters cannot be overridden at any lower level in the hierarchy. **Note:** These settings can also be set by accessing the VAT Defaults component directly and selecting the AP Options driver.

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Field or Control	Description
VAT Service Treatment Setup	Click to access the Services VAT Treatment Drivers Setup page. The Services VAT Treatment Drivers Setup page is a common page used to set up VAT services treatment for all PeopleSoft applications that process VAT transactions. If you are required to implement special handling for services, you can specify PeopleSoft Payables VAT service treatment defaults on this page (as applicable). Establish the following PeopleSoft Payables VAT defaults for the business units shared by the SetID: • VAT service type (freight or other). • VAT place of supply driver. Services VAT defaults are defined by the seller's location country and state. **Note:** These settings can also be set by accessing the VAT Service Treatment Setup component directly and selecting the AP Options driver.

Related Topics

- Establishing the PeopleSoft Payables VAT Default Hierarchy
  This section discusses setting up the PeopleSoft Payables VAT default hierarchy.

Using the Application Data Sets for PeopleSoft Payables Options

PeopleSoft uses the Payables Options Page to define the SetID level details that are used in Payables while creating a voucher. There are various Pages/Fields to be entered to complete this Setup. For this reason, it is advantageous to create the Payables Options in a development database and use Application Data Set (ADS) definitions to migrate this data between development environments, test environments, and ultimately to a production environment.

Delivered ADS to Support PeopleSoft Allocations	Application Data Set (ADS) Usage
PAYABLE_OPTIONS	This data set includes all the records of Payables Options set up. Select this data set on the Application Data Sets- Project Definition page to move Payables Options from one database to another.

All relevant records are delivered in the Query Access Tree (QUERY_TREE_AP) within the AP BUSINESS UNITS access group (PeopleTools, Security, Query Security, Query Access Manager).

PeopleSoft delivers an ADS Administrator permission list. For access, the AP BUSINESS UNITS access group should be included on the Data Migration page within the Access Group Permissions and access is given on the Copy Compare Permissions.

PeopleTools: Security Administration.

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Creating Payables Business Units Using Business Unit Management

The Business Unit Management feature allows you to setup General Ledger and sub-ledger business units using the PeopleTools Activity Guide. It combines the most common components used to create General Ledger and sub-ledger business units into a single location so that you can use one central component.

The activity guide combines the most common components used to create General Ledger and sub-ledger business units into a single location so that you can use one central component. For additional information on the Business Unit Management activity guide, see PeopleSoft General Ledger: Managing Business Units

You can create Payables business units using the Payables Definition step on the business unit management activity guide. You can create an AP business unit only if the detail ledger is attached to the GL business unit.

> **Note**
>
> The procurement accounting control details are copied from the source General Ledger business unit. If you are creating a new General Ledger business unit, then you use the GL business unit of the first row in the grid to create procurement accounting control details.

Follow these steps to create Payables business units using the Business Unit Management feature:

1. Enable the Business Unit Management feature for Payables by selecting *Accounts Payable* on the PeopleSoft General Ledger: Source System Page.
2. Create a new ledger using the PeopleSoft General Ledger: Create New Ledger Page.
3. Enter basic business unit information using the PeopleSoft General Ledger: Basic Information page.
4. (Optional) Define additional business unit information - such as incremental calculation method - using advanced features.
5. Define ledgers for a business unit using the PeopleSoft General Ledger: Ledgers For A Unit Page.
6. Define Payables defintions and specify its default processing options using the Payables Definition Page and Business Unit Definition Page.

Pages Used to Create Payables Business Units Using Business Unit Management

Page Name	Definition Name	Usage
Payables Definition Page	AP_BU_COPY_FL	Search, modify, add, and copy Payables business units.

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Page Name	Definition Name	Usage
Business Unit Definition Page	BUS_UNT_TBL_AP1_FL	Create a Payables business unit.

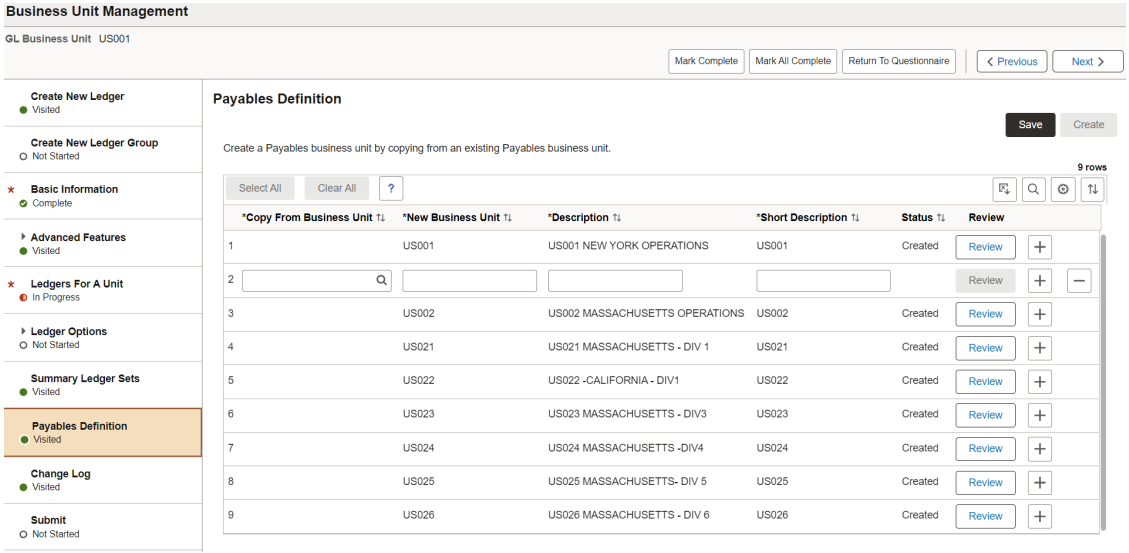
Payables Definition Page

Use the Payables Definition page (AP_BU_COPY_FL) to search, modify, add, and copy Payables business units.

Navigation

PeopleSoft Home, and then **Finance & Accounting**, and then **Business Unit Management tile**, and then **Create New Ledger**, and then **Basic Information**, and then **Payables Definition**

This example illustrates the fields and controls on the Business Unit Management - Payables Definition page.



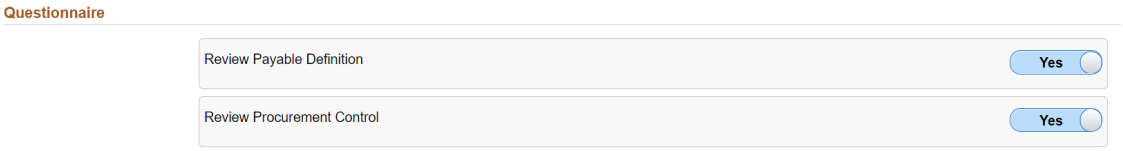
Field or Control	Description
Copy From Business Unit	Enter an AP business unit from which the new business unit will be copied.
New Business Unit	Enter a name for the new AP business unit.
Description and **Short Description**	Enter a description and a short description for the new AP business unit. These are mandatory fields.
Status	Displays the status of the AP business unit. The available options are: • *Initiated* • *Created*
Create	Click to create a new AP business unit.

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Field or Control	Description
Review	Click to update the Payables Definition and Procurement Control options. Review button is available only after the AP business unit is created. For more information on Payables Definition page, see Defining PeopleSoft Payables Business Units. See Defining Procurement Controls for General Ledger Business Units for additional information on Procurement Control page.

You can use the Questionnaire page to answer the first set of questions that determine which steps are displayed in the activity guide.

This example illustrates the fields and controls on the Questionnaire page.



For more information see, PeopleSoft General Ledger: Questionnaire Page

Business Unit Definition Page

Use the Business Unit Definition page (BUS_UNT_TBL_AP1_FL) to create a Payables business unit.

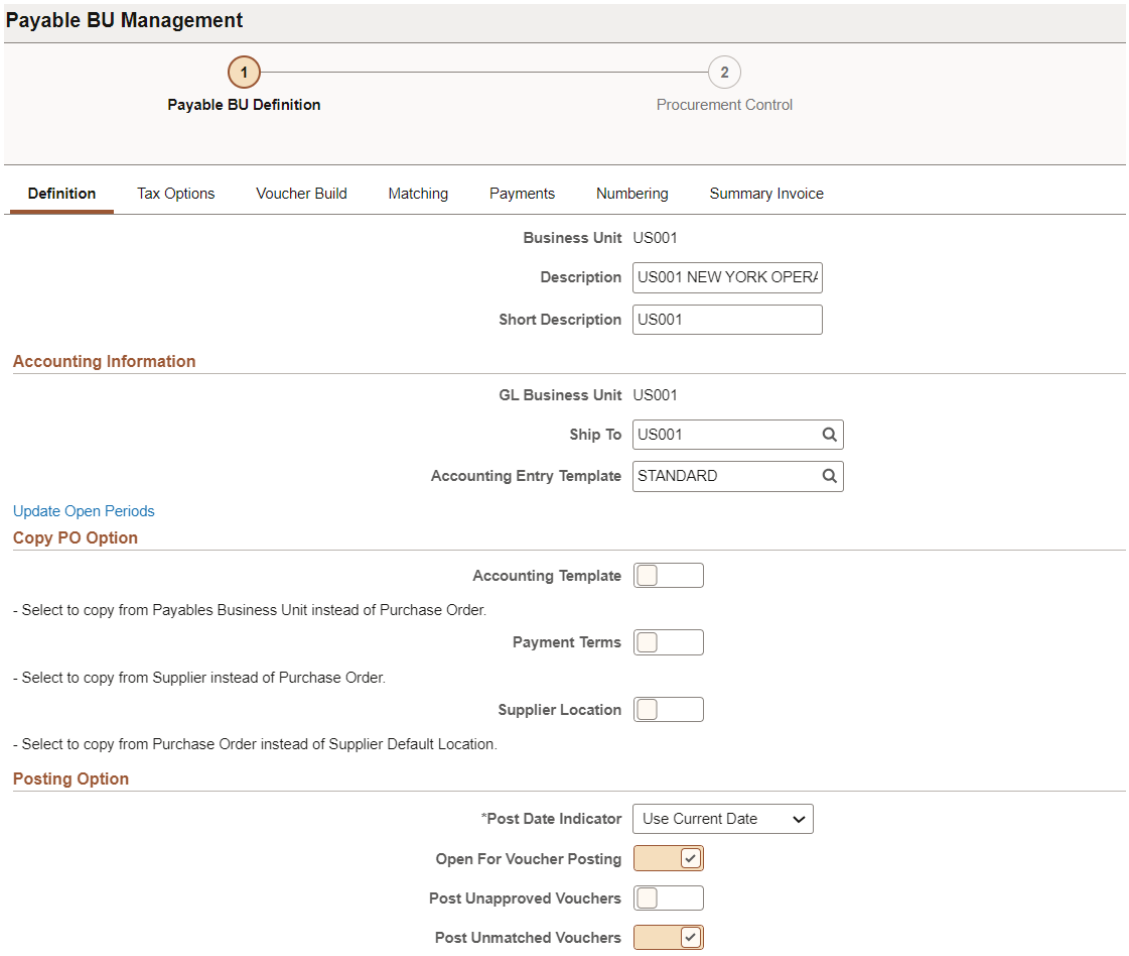
Navigation:

PeopleSoft Home, and then **Finance & Accounting**, and then **Business Unit Management tile**, and then **Create New Ledger**, and then **Basic Information**, and then **Payables Definition**

Click **Review** button to update the Payable Definition.

This example illustrates the Business Unit Definition page.

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See the Payables Definition - Definition Page for field definitions.

For field definitions of the other tabs, see the following:

- Tax Options: Payables Definition - Tax Options Page
- Voucher Build: Payables Definition - Voucher Build Page
- Matching: Payables Definition - Matching Page
- Payments: Payables Definition - Payments Page
- Numbering: Payables Definition - Numbering Page
- Summary Invoice: Payables Definition - Summary Invoice Page

Procurement Control Page

Use the Procurement Control page (BUS_UNIT_INFC1_FL) to define the procurement controls.

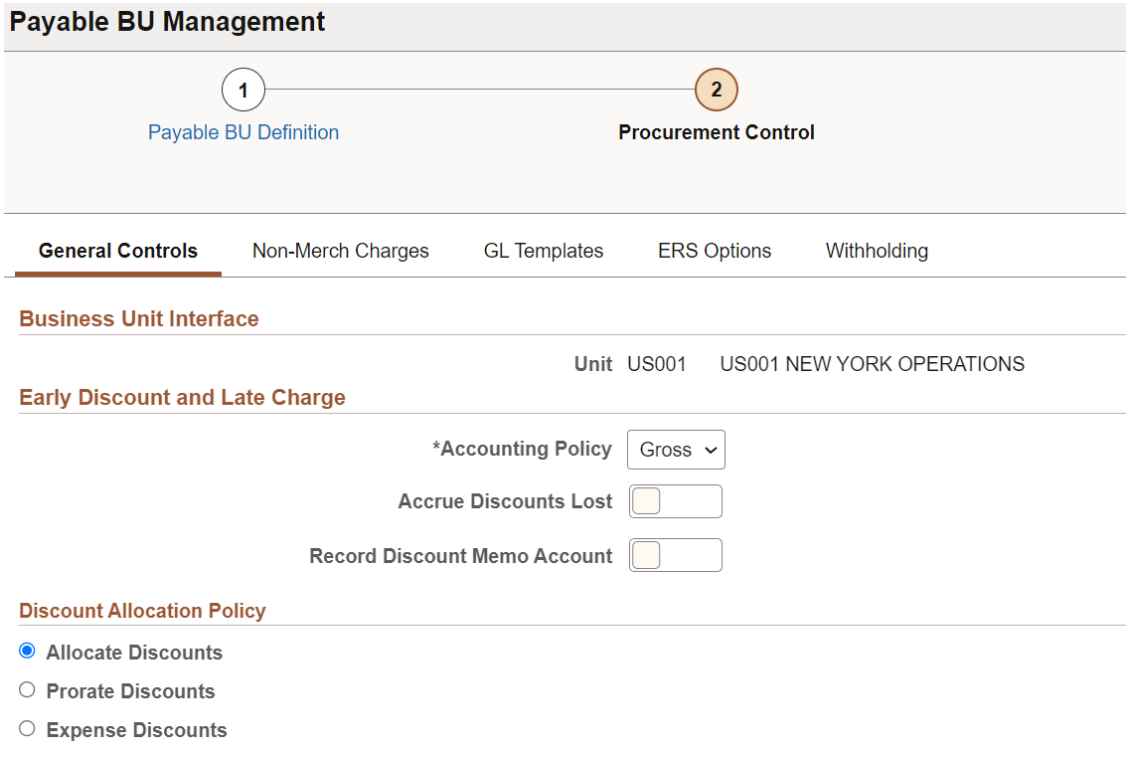
Navigation:

PeopleSoft Home, and then **Finance & Accounting**, and then **Business Unit Management tile**, and then **Create New Ledger**, and then **Basic Information**, and then **Payables Definition**

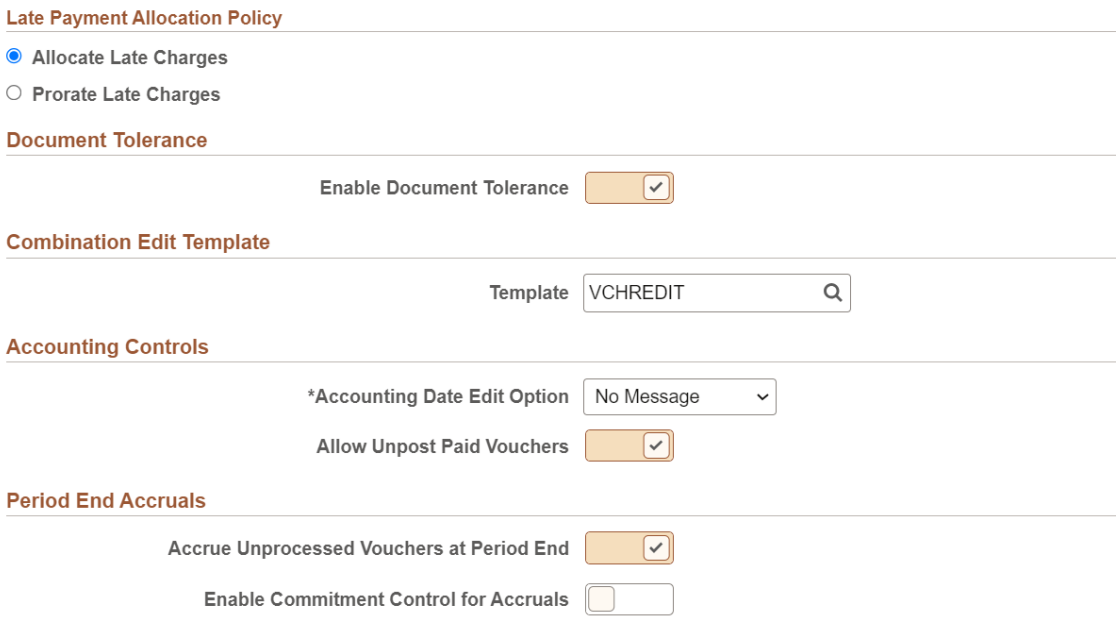
Click **Review** button to update the Procurement Controls.

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This example illustrates the Procurement Control page (1 of 2).



This example illustrates the Procurement Control page (2 of 2).



See the Procurement Control - General Controls Page for field definitions.

For field definitions of the other tabs, see the following:

- Non-Merch Charges: Procurement Control - Non-Merch Charges Page

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- GL Templates: Procurement Control - GL Templates Page
- ERS Options: Procurement Control - ERS Options Page
- Withholding: Procurement Control - Withholding Page

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5

Organizing Vouchers with Origins and Control Groups

Understanding Voucher Origins and Control Groups

Voucher origins and control groups enable you to group vouchers to meet your business requirements.

This section discusses:

- Voucher origins.
- Control groups.

Voucher Origins

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

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

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

Control Groups

Control groups are not a required component of the control hierarchy. They can, however, provide security options and determine workloads for data entry operators. You can set up the system to process vouchers in groups to:

- Establish separate processing rules (different from those set up at the business unit and voucher origin levels).
- Specify when groups of vouchers should be posted or paid.
- Determine whether vouchers should be balanced or verified before they can be posted or paid.
- Divide vouchers among data entry clerks, including assigning a block of voucher numbers.
- Post several of these groups in one easy step.

If you set up control groups, the system can:

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- Check for control groups assigned for each user's ID.
- Select the earliest group in the queue for multiple groups.

  (You can override this feature if necessary by selecting the lookup button to the right of the **Control Group** field.)
- Track running totals.
- Automatically set the balanced group to *Ready for Review* status.

  The system displays a message offering to automatically update the status to *Ready for Review* when a group is in balance and the user saves the last voucher. Clicking *Yes* selects this option. Clicking *No* enables the user to manually update the status on the Control Group Update Status page.
- Select the next group in the queue each time that users finish a group.
- Provide auto-numbering.

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

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

Supervisors can:

- Use the Run a Tape feature to ascertain the gross total and the number of invoices.
- Restrict PeopleSoft Payables users so that they can only enter vouchers in control groups.

Related Topics

- Payables Definition - Numbering Page
  Use the Payables Definition - Numbering page (BUS_UNIT_TBL_AP6) to specify auto-numbering options for the business unit.
- Application Fundamentals: User Preferences – Payables Online Vouchering Page

Common Elements Used in Voucher Origins and Control Groups

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

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Defining Voucher Origins

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

Pages Used to Define Voucher Origins

Page Name	Definition Name	Usage
Voucher Origin - Accounting and Pay Options Page	ORIGIN_VCHR1	Specify accounting and payment options for the voucher origin.
Voucher Origin - Vouchering Options 1 Page	ORIGIN_VCHR2	Specify voucher approval, match delay days, voucher currency, and document sequencing settings for the voucher origin.
Voucher Origin - Vouchering Options 2 Page	ORIGIN_VCHR4	Specify duplicate invoice checking, ChartField editing, and voucher balancing processing settings for the voucher origin.
Voucher Origin - Tax Options Page	ORIGIN_VCHR_TAX	Specify sales and use tax and VAT processing options for the voucher origin.

Prerequisites

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

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

Voucher Origin - Accounting and Pay Options Page

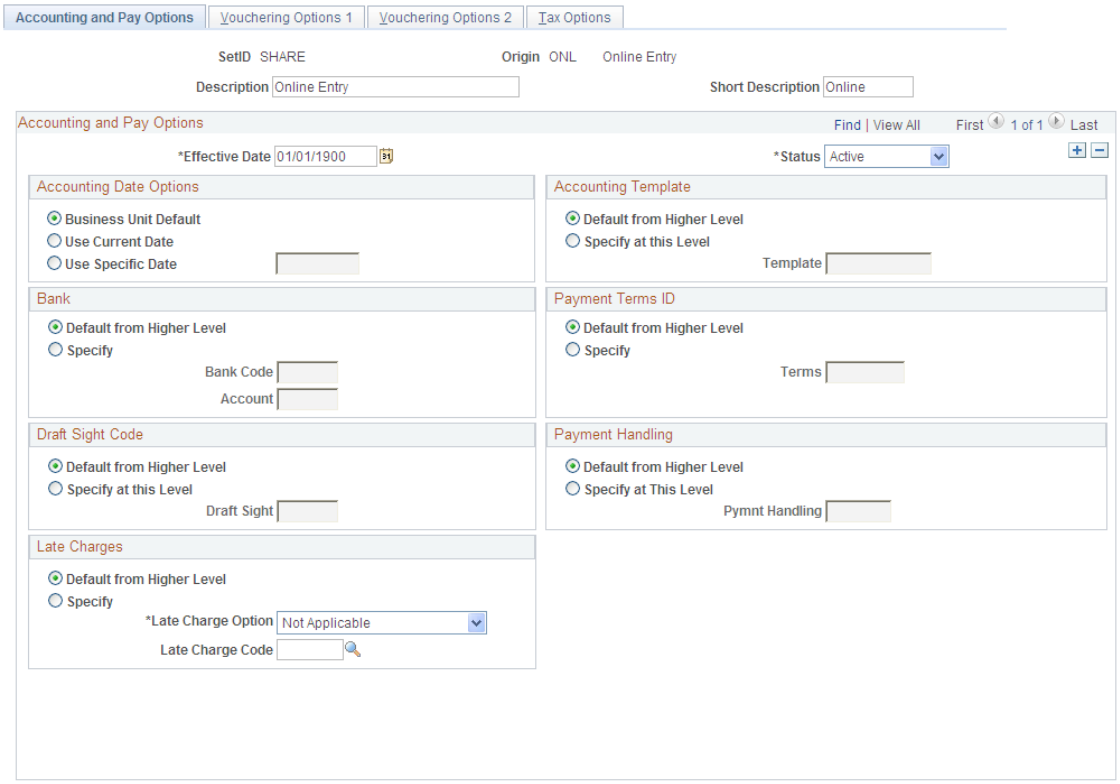
Use the Voucher Origin - Accounting and Pay Options page (ORIGIN_VCHR1) to specify accounting and payment options for the voucher origin.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Vouchers**, and then **Voucher Origin**, and then **Accounting and Pay Options**

This example illustrates the fields and controls on the Voucher Origin - Accounting and Pay Options page.

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

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

Related Topics

- PeopleSoft Source to Settle Common Information: Defining Payment Handling Codes
- Defining PeopleSoft Payables Business Units
  To set up your PeopleSoft Payables business units, use the Payables Definition component (BUS_UNIT_TBL_AP).
- Understanding Draft Processing
  This section discusses:
- Application Fundamentals: Accounting Entry Template Page

Voucher Origin - Vouchering Options 1 Page

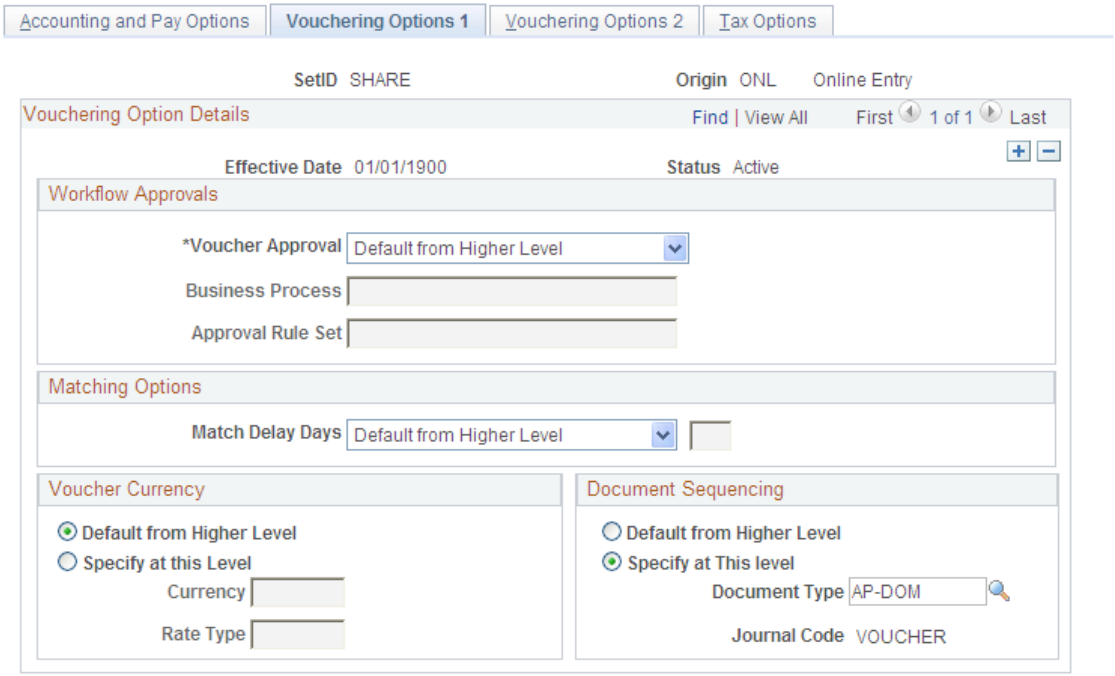
Use the Voucher Origin - Vouchering Options 1 page (ORIGIN_VCHR2) to specify voucher approval, match delay days, voucher currency, and document sequencing settings for the voucher origin.

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Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Vouchers**, and then **Voucher Origin**, and then **Vouchering Options 1**

This example illustrates the fields and controls on the Voucher Origin - Vouchering Options 1 page.



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

Related Topics

- Understanding Voucher Management
  Entering vouchers online or in batch mode is only the first part of the payables life cycle. The full flexibility of PeopleSoft Payables comes into play as you manage approval processing, error correction, and OpenItem accounting for vouchers on their way to payment.
- Understanding the Matching Process
  Use the Matching process to compare vouchers with purchase orders and receiving documents. That way, you can ensure that you pay for only the goods and services that you order and receive. To run the Matching process, you must have installed PeopleSoft Payables and PeopleSoft Purchasing. The system automatically performs the required matching based on the document characteristics. Users simply select a match rule control ID; the system handles all of the comparison. Use the matching exceptions workflow, provided with PeopleSoft Payables, to route match exceptions to specified users. PeopleSoft eSettlements also uses the Matching process to compare invoices with purchase orders and receipts.
- Understanding Document Sequencing
  Statutory requirements in some countries require that all financial transactions *(documents)* be classified into different transaction types, and that within each transaction

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type, all documents entered be numbered sequentially. The Document Sequencing feature helps you maintain established business practices by meeting both of these requirements.

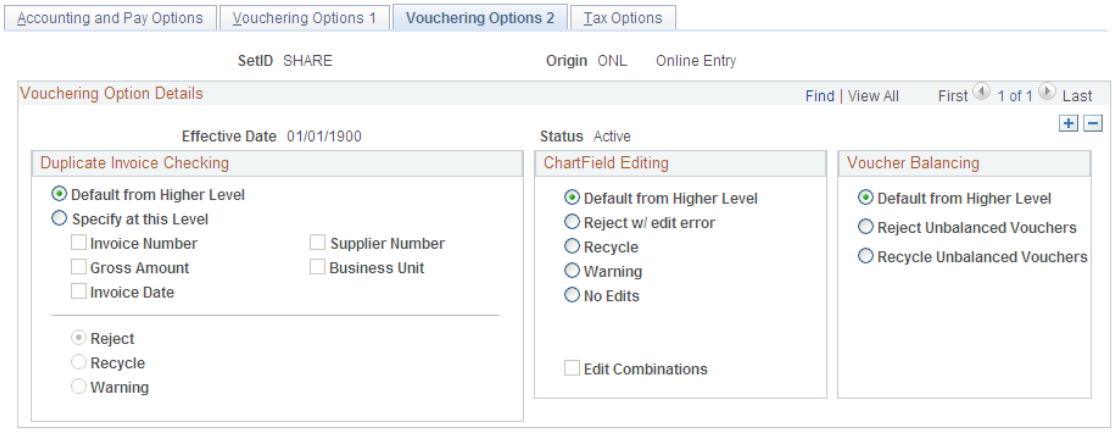
Voucher Origin - Vouchering Options 2 Page

Use the Voucher Origin - Vouchering Options 2 page (ORIGIN_VCHR4) to specify duplicate invoice checking, ChartField editing, and voucher balancing processing settings for the voucher origin.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Vouchers**, and then **Voucher Origin**, and then **Vouchering Options 2**

This example illustrates the fields and controls on the Voucher Origin - Vouchering Options 2 page.



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

Related Topics

- ChartField Combination Editing
  You track payables transactions based on the ChartField combinations that you define when you set up ChartField combination editing in PeopleSoft General Ledger. PeopleSoft General Ledger uses your accounts in combination with other ChartFields to create journal entries. In PeopleSoft Payables, ChartField combination editing provides a method to validate online and batch voucher entry accounting distribution information.

Voucher Origin - Tax Options Page

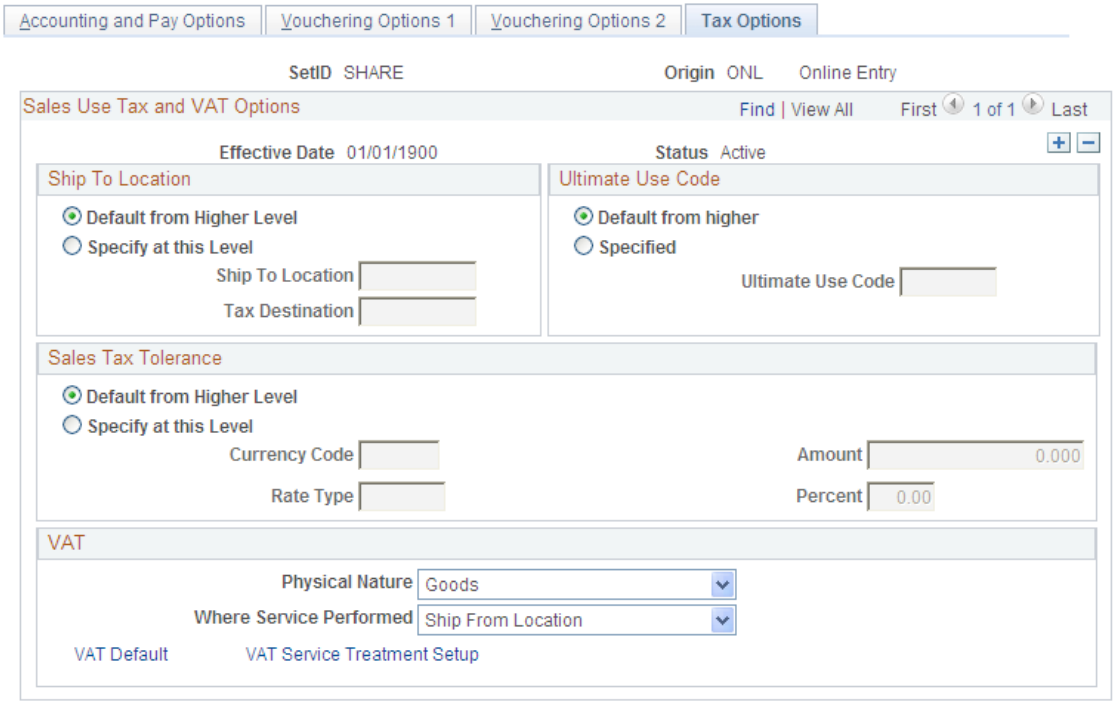
Use the Voucher Origin - Tax Options page (ORIGIN_VCHR_TAX) to specify sales and use tax and VAT processing options for the voucher origin.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Vouchers**, and then **Voucher Origin**, and then **Tax Options**

This example illustrates the fields and controls on the Voucher Origin - Tax Options page.

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

Related Topics

- Understanding VAT Processing in PeopleSoft Payables
  PeopleSoft Payables enables you to record and report VAT information associated with vouchers. Before you can do this, you must set up your VAT environment and enable your business units for VAT.
- PeopleSoft Global Options and Reports: Understanding VAT

Defining Voucher Control Groups

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

Pages Used to Define Voucher Control Groups

Page Name	Definition Name	Usage
Group Information - Assignment Page	GRP_AP_HDR	Enter control totals to verify that users enter all vouchers for a group. Assign a specific user and a status to the control group.
Group Information - Accounting Page	GRP_AP_ACCTG_OPT	Define accounting options—for example, the accounting date and the accounting entry template—at the control group level. Specify posting and payment timing and actions.

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Page Name	Definition Name	Usage
Search Audit Logs Page	FS_AUDITLOG_SEARCH	View audit logs for control groups. See Group Information - Accounting Page
Group Information - Vouchering Options Page	GRP_AP_VCHR_OPT1	Establish approval option, currency, and balancing for vouchers. Establish matching options, document sequencing, ChartField editing, and duplicate-invoice checking at the control group level.
Group Information - Vouchers Page	GRP_AP_VCHR_STATUS	Review vouchers and change control totals. Anyone who has access to this page can change the values on this page.
Group Information - Tax Options Page	GRP_AP_VCHR_TAX	Set sales and use tax and VAT processing options at the control group level.
Control Group Update Status Page	GRP_AP_STATUS_DE	Check the status of groups, mark groups as ready for review, or set a group aside.
Post Control Group Page	GRP_AP_POST	View a list of all the control groups that are postable for a particular business unit. The system displays only control groups that are verified.
Delete Control Group Page	GRP_AP_DELETE	Delete control group IDs if you no longer want to track them as a group after they are entered or if you entered a control group inadvertently. You can also delete all or individual vouchers within a control group.

Group Information - Assignment Page

Use the Group Information - Assignment page (GRP_AP_HDR) to enter control totals to verify that users enter all vouchers for a group.

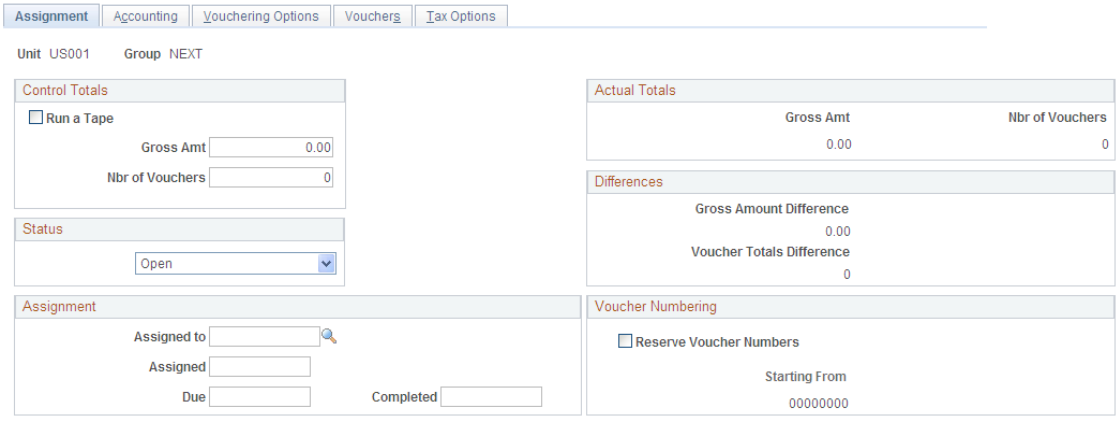
Assign a specific user and a status to the control group.

Navigation:

Accounts Payable, and then **Control Groups**, and then **Group Information**, and then **Assignment**

This example illustrates the fields and controls on the Group Information - Assignment page. You can find definitions for the fields and controls later on this page.

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Control Totals and Adding Tape

Field or Control	Description
Run a Tape	Select to obtain a running gross amount total and have the system count the number of vouchers. To run the total offline, deselect this check box and enter the totals in the **Gross Amt** (gross amount) and **Nbr of Vouchers** (number of vouchers) fields.
Adding Tape	Enter values in this group box, which appears after selecting the **Run a Tape** check box. The total appears in the **Gross Amt** (gross amount) field.

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

Actual Totals

Field or Control	Description
Gross Amt (gross amount)	Displays the real-time amount totals that have been entered into the system for the control group.
Nbr of Vouchers (number of vouchers)	Displays the real-time total number of vouchers that have been entered into the system for the control group.

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Differences

Field or Control	Description
Gross Amount Difference	Displays the amount by which the control and actual totals differ. A control group is in balance when the gross amount difference and voucher totals difference both equal 0.
Voucher Totals Difference	Displays the number of vouchers by which the control and actual totals differ. A control group is in balance when the gross amount difference and voucher totals difference both equal 0.

Status

When a group is in balance and the data-entry user saves the last voucher, the system displays a message offering to automatically update the status to *Ready for Review.* Clicking *Yes* selects this option. Clicking *No* enables the user to manually update the status on the Control Group Update Status page.

Field or Control	Description
Status	Control groups can have the following status values: *Assigned*: The control group is ready for the assigned user to enter vouchers. For a user to enter vouchers into the control group, you must set the status of the control group to *Assigned.* *Entry Set Aside*: The assigned user has placed the group on standby to work on other groups in the queue. Users use the Control Group Update Status page to set their groups aside. *Open*: The control group is in the process of being created, and it can be assigned. *Ready for Review*: The group is ready to be reviewed. *Supervisor Set Aside*: The supervisor has placed the group on standby so that the assigned user can work on other groups in the queue. *Verified*: The supervisor has verified that the group has been entered correctly.

Assignment

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

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Field or Control	Description
Assigned	Override the system-recorded date and time by entering a different date and time before you save the control group. If you assign a user to the group but you do not change the status to *Assigned*, the system prompts you whether to change the status of the group to *Assigned* when you save it.
Due	Override the system-specified due date by entering a new date and time before saving the control group. If you enter a due time before saving, the system accepts it and does not overwrite it. By default, the system allows six minutes for each voucher in the control group.
Completed	Enter the date and time the voucher group was completed. You can use this information for user performance analysis.

Voucher Numbering

When you create a control group for a batch of vouchers, you can have the system allocate a series of voucher numbers in consecutive order for the group. By reserving groups of consecutive numbers, you can easily file and retrieve the paper voucher documents that you have grouped together. This capability is available only if you have selected auto-numbering for the business unit for which you are creating a control group.

Field or Control	Description
Reserve Voucher Numbers	Select to display a field for the next auto-number available for the business unit. When you save the page, the system uses the number of vouchers in the **Control Totals** group box to reserve an equal number of voucher numbers. If users continue to enter vouchers for a control group after the last reserved number is assigned, the system uses the next available number, which may not follow consecutively after the preceding voucher number. The system displays an informational message alerting you to the discontinuity. If you increase the number of vouchers in the control group after it is saved, the system warns you that the added voucher IDs might not be in consecutive order. If you decrease the number of vouchers, the system does not reclaim the unused numbers. However, you can enter the unused numbers manually.
Starting From	Displays the beginning voucher number for this group.

Audit Logs

Field or Control	Description
Audit Logs	Click to access the Search Audit Logs page and view audits associated with the control group.

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Related Topics

- Control Group Update Status Page
  Use the Control Group Update Status page (GRP_AP_STATUS_DE) to check the status of groups, mark groups as ready for review, or set a group aside.

Group Information - Accounting Page

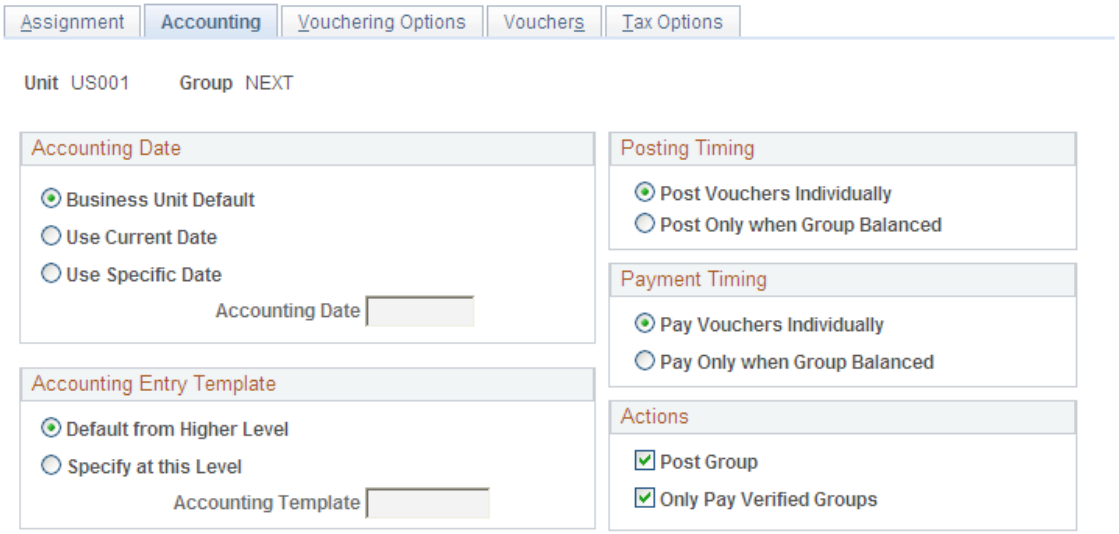
Use the Group Information - Accounting page (GRP_AP_ACCTG_OPT) to define accounting options—for example, the accounting date and the accounting entry template—at the control group level.

Specify posting and payment timing and actions.

Navigation:

Accounts Payable, and then **Control Groups**, and then **Group Information**, and then **Accounting**

This example illustrates the fields and controls on the Group Information - Accounting page. You can find definitions for the fields and controls later on this page.



Accounting Date

The options in this group box are the same as those defined in the Payables Options component. In the Payables Options component, you define these options for the business unit; here, you define them for the control group.

Accounting Entry Template

The options in this group box are the same as those defined in the Payables Options component. In the Payables Options component, you define these options for the business unit; here, you define them for the control group.

Posting Timing

Posting timing determines when to allow accounting entries to be generated for the vouchers that comprise a control group. Options are:

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Field or Control	Description
Post Vouchers Individually	Vouchers can be posted as soon as each one is complete.
Post Only when Group Balanced	The group of vouchers can be posted once the entire group is balanced.

Payment Timing

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

Field or Control	Description
Pay Vouchers Individually	Vouchers can be paid as soon as each one is complete.
Pay Only when Group Balanced	Vouchers in the group can be paid after the entire group is balanced.

Actions

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

Field or Control	Description
Post Group	Deselect to prevent the system from posting this control group, regardless of whether the control group is in balance or whether individual vouchers in the control group are ready to post.
Only Pay Verified Groups	Select to have the payment process pays vouchers in this control group only if they have been verified on the Group Information - Assignment page, regardless of whether the control group is in balance or whether individual vouchers in the control group are ready to be paid.

Supervisors can use the following options to monitor posting in the system:

- Deselect the **Post Group** check box so that the control groups cannot post without approval.
- Review each group for completeness, update the status of each group to *Verified* (on the Group Information - Assignments page), and then select the **Post Group** option as you sign off on each control group.

To allow control groups to post as they balance, set the posting timing to *Post Only when Group Balanced* and select the **Post Group** check box. The Voucher Posting Application Engine process (AP_PSTVCHR) detects groups that are verified and in balance and posts all vouchers in those groups.

If you use control groups strictly as a means of equally dividing up work, select a posting timing of *Post Vouchers Individually* and select the **Post Group** check box. If a voucher in the group

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is postable, it posts regardless of the condition of other vouchers in the group or of the group as a whole.

> **Note**
>
> You can also set control groups to post on the Post Control Group page.

To access the Search Audit Logs page, click the **Audit Logs** link on the Group Information - Accounting page or

Click the **Audit Logs** link on the Delete Control Group page.

Related Topics

- Post Control Group Page
  Use the Post Control Group page (GRP_AP_POST) to view a list of all the control groups that are postable for a particular business unit.
- Defining PeopleSoft Payables Business Units
  To set up your PeopleSoft Payables business units, use the Payables Definition component (BUS_UNIT_TBL_AP).

Group Information - Vouchering Options Page

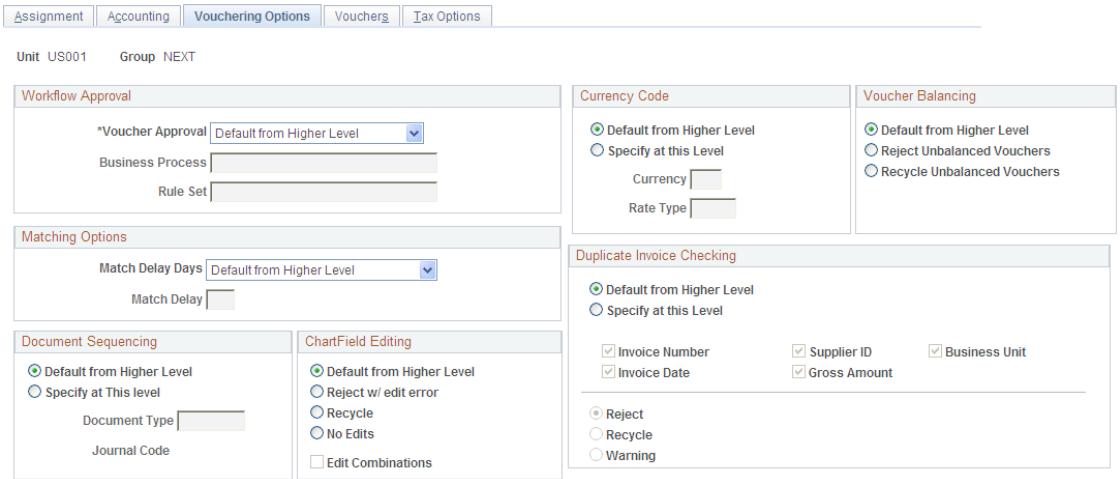
Use the Group Information - Vouchering Options page (GRP_AP_VCHR_OPT1) to establish approval option, currency, and balancing for vouchers.

Establish matching options, document sequencing, ChartField editing, and duplicate-invoice checking at the control group level.

Navigation:

Accounts Payable, and then **Control Groups**, and then **Group Information**, and then **Vouchering Options**

This example illustrates the fields and controls on the Group Information - Vouchering Options page.



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

Related Topics

- Understanding Voucher Management
  Entering vouchers online or in batch mode is only the first part of the payables life cycle. The full flexibility of PeopleSoft Payables comes into play as you manage approval processing, error correction, and OpenItem accounting for vouchers on their way to payment.
- Understanding the Matching Process
  Use the Matching process to compare vouchers with purchase orders and receiving documents. That way, you can ensure that you pay for only the goods and services that you order and receive. To run the Matching process, you must have installed PeopleSoft Payables and PeopleSoft Purchasing. The system automatically performs the required matching based on the document characteristics. Users simply select a match rule control ID; the system handles all of the comparison. Use the matching exceptions workflow, provided with PeopleSoft Payables, to route match exceptions to specified users. PeopleSoft eSettlements also uses the Matching process to compare invoices with purchase orders and receipts.
- Understanding Document Sequencing
  Statutory requirements in some countries require that all financial transactions *(documents)* be classified into different transaction types, and that within each transaction type, all documents entered be numbered sequentially. The Document Sequencing feature helps you maintain established business practices by meeting both of these requirements.
- ChartField Combination Editing
  You track payables transactions based on the ChartField combinations that you define when you set up ChartField combination editing in PeopleSoft General Ledger. PeopleSoft General Ledger uses your accounts in combination with other ChartFields to create journal entries. In PeopleSoft Payables, ChartField combination editing provides a method to validate online and batch voucher entry accounting distribution information.

Group Information - Vouchers Page

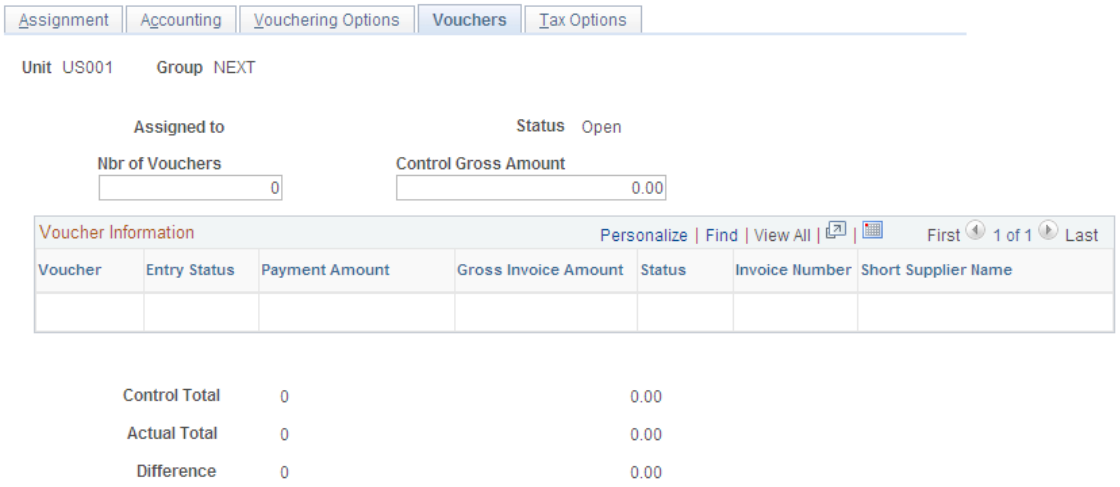
Use the Group Information - Vouchers page (GRP_AP_VCHR_STATUS) to review vouchers and change control totals.

Navigation:

Accounts Payable, and then **Control Groups**, and then **Group Information**, and then **Vouchers**

This example illustrates the fields and controls on the Group Information - Vouchers page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Nbr of Vouchers (number of vouchers)	Enter the correct total number of vouchers in the control group, if necessary. If you select the **Run a Tape** check box on the Group Information - Assignment page, this field is not available for entry.
Control Gross Amount	Enter the correct control group totals, if necessary. If you select the **Run a Tape** check box on the Group Information - Assignment page, this field is not available for entry.
Voucher	Displays the voucher ID included in the control group.
Entry Status	Displays the voucher entry status. Options include *Deleted, Postable, Recycled,* or *blank.* Quick invoice vouchers always have the entry status of *blank.*
Payment Amount	Displays the scheduled payment amount on this voucher. Quick invoice vouchers always have the payment amount of *blank.*

Group Information - Tax Options Page

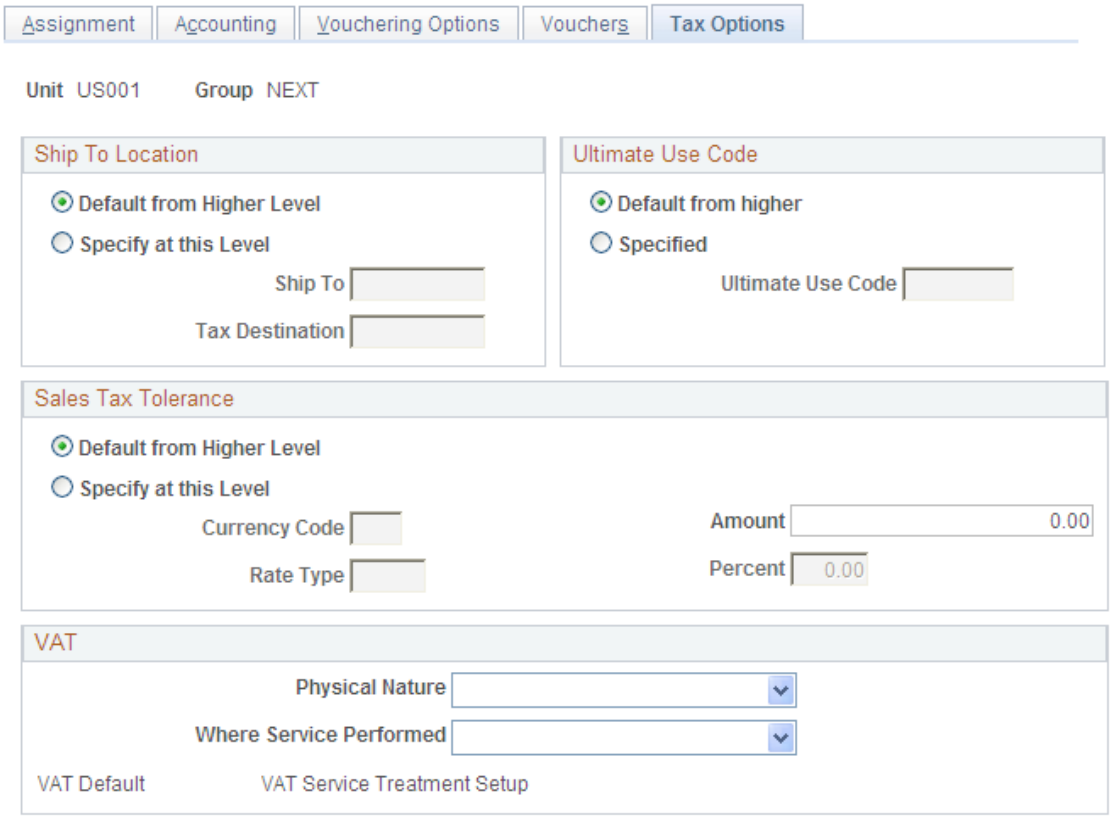
Use the Group Information - Tax Options page (GRP_AP_VCHR_TAX) to set sales and use tax and VAT processing options at the control group level.

Navigation:

Accounts Payable, and then **Control Groups**, and then **Group Information**, and then **Tax Options**

This example illustrates the fields and controls on the Group Information - Tax Options page.

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The options on this page are the same as those defined in the Payables Options and Payables Definition components. In the Payables Options and Definitions components, you define these options for the business unit; here, you define them for the control group.

Related Topics

- Understanding VAT Processing in PeopleSoft Payables
  PeopleSoft Payables enables you to record and report VAT information associated with vouchers. Before you can do this, you must set up your VAT environment and enable your business units for VAT.
- PeopleSoft Global Options and Reports: Understanding VAT

Control Group Update Status Page

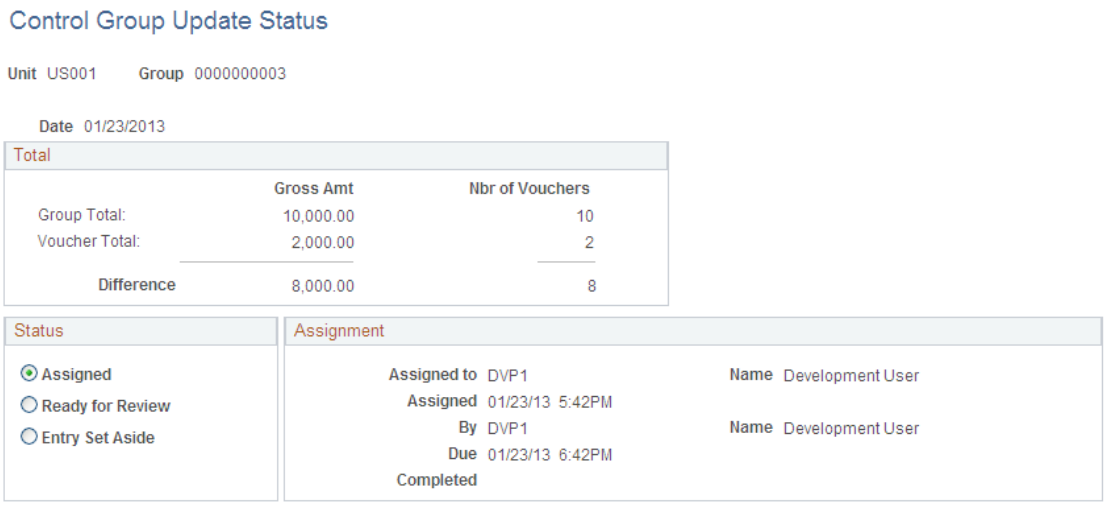
Use the Control Group Update Status page (GRP_AP_STATUS_DE) to check the status of groups, mark groups as ready for review, or set a group aside.

Navigation:

Accounts Payable, and then **Control Groups**, and then **Control Group Update Status**

This example illustrates the fields and controls on the Control Group Update Status page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Date	Displays the date that the control group was created.

Total

Field or Control	Description
Group Total	Displays the control total gross amount for the group and the control total number of vouchers in the group. This information comes from the **Control Totals** group box on the Group Information - Assignment page.
Voucher Total	Displays the gross amount total for the vouchers that have been entered into the group and the total number of vouchers that have been entered into the group. This information comes from the **Actual Totals** group box on the Group Information - Assignment page.
Difference	Difference between the Group Total and the Voucher Total.

Status

The options here are a subset of the status options available on the Group Information - Assignment page. Most users cannot access that page, so this page is the equivalent page for them. It displays only the options that users have the authority to select.

Field or Control	Description
Assigned	Indicates assignment status by default from the Group Information - Assignment page after the control group has been assigned to a user.
Ready for Review	Select to place the group in the supervisor's review queue. When the supervisor opens the Group Information - Assignment page, this group is ready for approval.

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

Assignment

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

Related Topics

- Group Information - Assignment Page
  Use the Group Information - Assignment page (GRP_AP_HDR) to enter control totals to verify that users enter all vouchers for a group.

Post Control Group Page

Use the Post Control Group page (GRP_AP_POST) to view a list of all the control groups that are postable for a particular business unit.

The system displays only control groups that are verified.

Navigation:

Accounts Payable, and then **Control Groups**, and then **Post Control Group**

The page displays the available verified controls groups for the entered PeopleSoft Payables business unit. Select the **Post** check box for each control group that you want to post the next time the Voucher Posting process runs.

You can also determine whether vouchers in a control group can be posted as they are completed, or whether they are only postable once the entire group is in balance. You set these defaults on the Group Information - Accounting page.

Related Topics

- Group Information - Accounting Page
  Use the Group Information - Accounting page (GRP_AP_ACCTG_OPT) to define accounting options—for example, the accounting date and the accounting entry template—at the control group level.

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Delete Control Group Page

Use the Delete Control Group page (GRP_AP_DELETE) to delete control group IDs if you no longer want to track them as a group after they are entered or if you entered a control group inadvertently.

You can also delete all or individual vouchers within a control group.

Navigation:

Accounts Payable, and then **Control Groups**, and then **Delete Control Group**

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



Totals

Field or Control	Description
Control Totals	Displays the control total gross amount for the group, and the control total number of vouchers in the group. This information comes from the **Control Totals** group box on the Group Information - Assignment page
Voucher Totals	Displays the gross amount total for the vouchers that have been entered into the group, and the total number of vouchers that have been entered into the group. This information comes from the **Actual Totals** group box on the Group Information - Assignment page.
Difference	Displays the difference between the control totals and the voucher totals.

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At the bottom of the page, view the vouchers that have been processed for the control group. Vouchers entered through the Quick Invoice Entry component (VCHR_QUICK_PNL) have an entry status of *blank*.

Also, review the control total for the control group, the actual total based on the vouchers entered, and the difference between the two totals.

Field or Control	Description
Select All 	Click to select all the vouchers in the control group for deletion.
Deselect All 	Click to deselect all selected check boxes for the vouchers listed in the group
Delete Vouchers in Group	Select to delete all vouchers or only specified vouchers. To delete specified vouchers, individually select the check boxes for those vouchers.
Delete Control Group Record	Select to delete the control group from the database and remove the control group ID from each of the vouchers listed on this page. You can reuse a deleted control group ID if you enter it manually as you create a new control group. However, the system does not automatically assign a control group number that has already been used, even if you have deleted it.
Delete	Click to delete vouchers after you've selected the **Select All, Delete Vouchers in a Group,** or **Delete Control Group Record** option. The system then prompts you to continue or cancel with the specified deletion. If you select **OK** to continue the deletion, the system automatically saves the page information. You must use the **Delete** button to perform the specified delete action in the system. Selecting a delete option and clicking the **Save** button does not perform a delete action. **Note:** The system sets the build status to *To Delete* for quick invoice vouchers. You must run the Voucher Build Application Engine process (AP_VCHRBLD) to delete the voucher from the quick invoice voucher tables.
Audit Logs	Click to access the Search Audit Logs page and view audits associated with the control group. See Application Fundamentals: Setting Up Financials Audit Framework (Audit Logging).

> **Note**
>
> You cannot delete posted vouchers, vouchers that are in the process of posting, or those that have been partially paid.
>
> To delete vouchers that have been budget-checked, use the Delete Voucher page.

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Related Topics

- Group Information - Assignment Page
  Use the Group Information - Assignment page (GRP_AP_HDR) to enter control totals to verify that users enter all vouchers for a group.

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6

Setting Up Payment Formats and Payment Forms

Understanding PeopleSoft Payables Payment Formats

This section discusses:

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

Available PeopleSoft Payables Payment Formats

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

Term	Definition
System and manual check	Printed payment format for regularly scheduled payments.
Wire transfer	A transaction that you initiate through your bank. Printed remittance advice is the only format available for paying by wire.
EFT and **ACH**	Electronic payment file formats for regularly scheduled payments.
Draft	Internationally accepted printed and electronic payment format that adheres to a specific maturity date agreement between the buyer and supplier.
Giro	Printed and electronic payment format primarily used in the Netherlands and Singapore for regularly scheduled payments.
Letter of credit	Electronic payment format for scheduled payments that is supported by a signed agreement between you, your bank, and your supplier.

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Term	Definition
Direct debit	Payment method in which the buyer and supplier create a contract that enables the supplier to collect an amount due for specific goods or services directly from the buyer's bank through EFT.

Before you can use a payment format, you must associate it with a bank account. You specify the payment method on the Payables Options - Payment Options page, the Additional Payables Options collapsible region on the Supplier Information - Payables Options page, or the Supplier Bank Account page.

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

Related Topics

- Payables Definition - Payments Page
  Use the Payables Definition - Payments page (BUS_UNIT_TBL_AP5) to specify payment options for the business unit.

System and Manual Checks

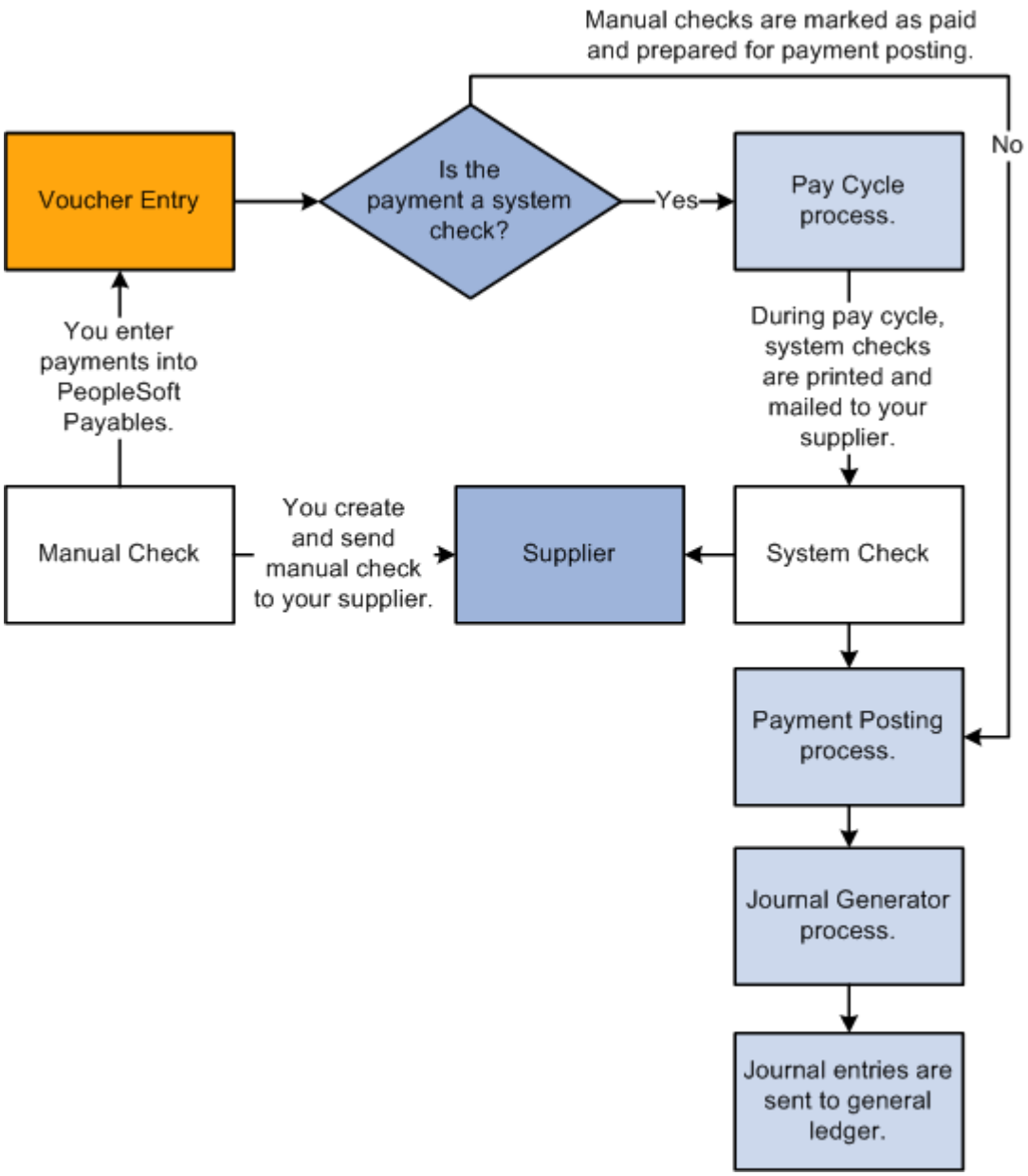
In PeopleSoft Payables, system and manual checks require a printed paper check and remittance advice. System checks are scheduled payments that you generate and print online. At voucher entry, indicate that the payment is a system check. During the next pay cycle, PeopleSoft Payables selects the payment and creates system checks. You can select to have the system generate a positive pay file and report for the system checks.

Manual checks are usually issued for payments that you have already made by physically writing a check. You create a voucher and indicate that the payment is a manual check. PeopleSoft Payables immediately marks your the payment as paid but does not print a paper check because you have previously created and issued the check.

After you create system and manual payments, you can run the payment posting process to create accounting entries and then run the Journal Generator Application Engine process (FS_JGEN) to pass the accounting entries to the general ledger. After you create system or manual checks, you can view inquiries for the payments by supplier, bank or bank account, payment method, reference number, or voucher number.

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

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Related Topics

- Understanding Pay Cycle Processing
  The Pay Cycle process is a flexible tool. You can review payments after specific processing steps—such as after payment selection and before payment creation—and correct exceptions before proceeding to the next step. Or you can run the Payment Selection and Payment Creation processes together if you do not need to review the payments after selection. If you have a large payment run and only a very small percentage of exceptions, you do not have to delay payment processing—you can continue the current pay cycle, resolve exceptions, and then process the payments in a different pay cycle run.
- Running the Payment Posting Process
  You can post payments by Bank account, Payment method, and Individual payment.
- Application Fundamentals: Understanding Journal Generator

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Wire Transfers

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

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

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

Related Topics

- Creating Manual Payments
  To set up your auto-numbering for manual payments, use the Auto Numbering component (AUTO_NUM_PNL).
- Setting Up the PeopleSoft Financial Gateway Integration
  To set up your PeopleSoft Financial Gateway integration, use the following components:
- Pay Cycle Processing Using the PeopleSoft Financial Gateway
  This section discusses:

EFT and ACH Payments

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

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

EFT and ACH Payment Processing

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

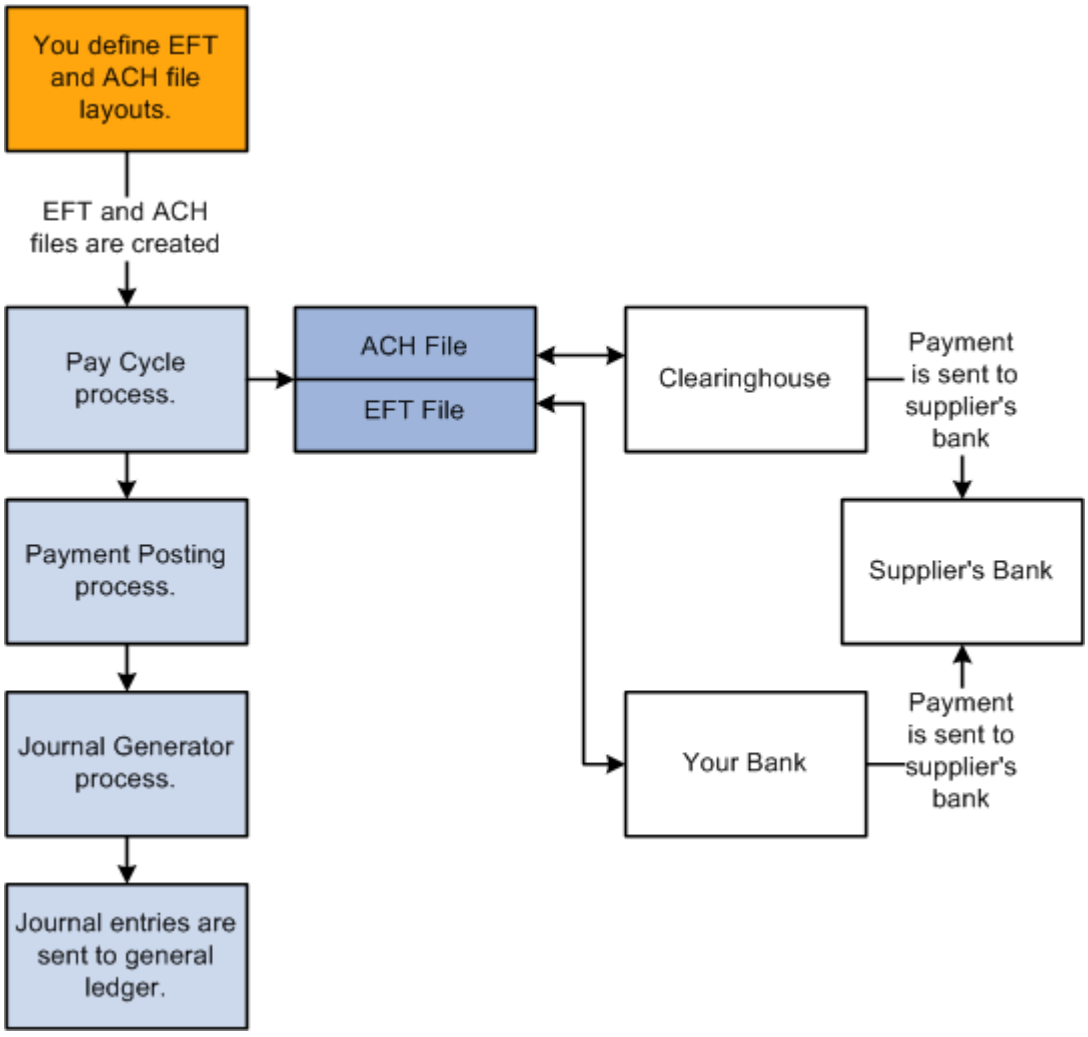
- EFT payments involve the electronic movement of funds usually through a payment system such as the ACH network or Fedwire. The four largest EFT systems are Fed Wires, ACHs, Swift, and Chips. For EFT payments, you send all applicable payments in one file to your bank for payment. The bank then sends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

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

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After payment files are sent to a bank or clearinghouse, the payments are posted and the accounting entries are generated and sent to the general ledger.

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



Note

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

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

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EFT and ACH Prenotes

This PeopleSoft application provides the availability of prenote verification for EFT and ACH payments. Your bank can verify the accuracy of the electronic payment data (for example, bank transit number and account number) in a test transaction before the actual transaction occurs. Prenotes are available for PPD, CCD+, and CTX payment formats.

You can use either the Pay Cycle Manager or the PeopleSoft Financial Gateway for formatting the prenote output file to the bank. If you generate the output file using pay cycle, the bank does not issue a prenote error notification. If you generate the output file using PeopleSoft Financial Gateway, you receive a prenote error notification from the bank if an error exists. PeopleSoft Financial Gateway creates a prenote error message and sends it to PeopleSoft Payables, which then:

1. Inserts the prenote error into the Pay Cycle Error table (PYCYCL_ERR_TMP).
2. Updates the prenote status in the Supplier Pay table (VENDOR_PAY) from *P* (pending) to *R* (rejected).
3. Sends an email notification to the user.

   This function requires that you specify a user ID on the Payment Selection Criteria - Preferences page as well as define a valid email address on the User Preference page.

Related Topics

- Setting Up the PeopleSoft Financial Gateway Integration
  To set up your PeopleSoft Financial Gateway integration, use the following components:
- Pay Cycle Processing Using the PeopleSoft Financial Gateway
  This section discusses:

Drafts

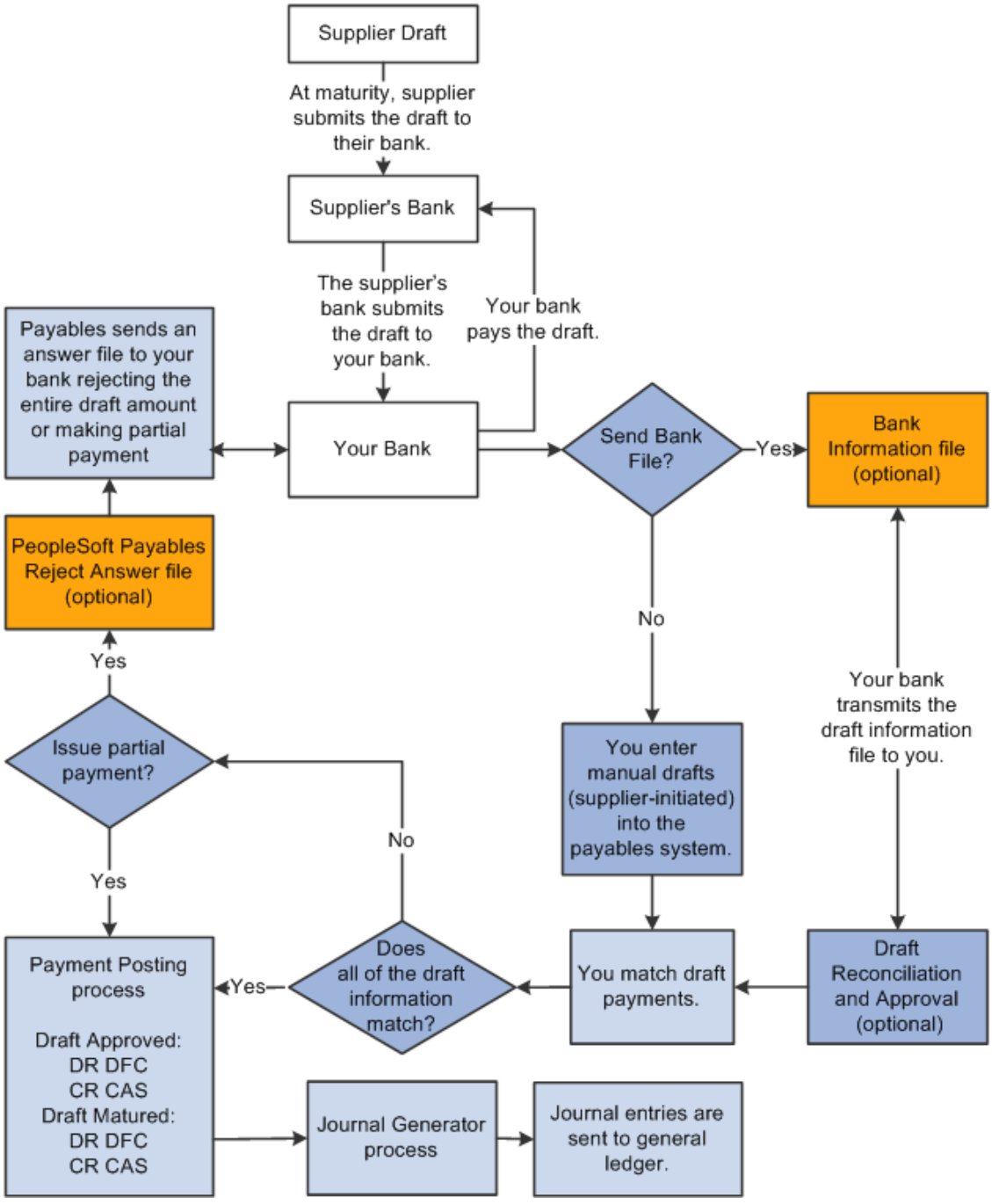
Drafts are used throughout the world in commercial transactions for which a customer or supplier agrees to pay a specified amount on a certain day. Drafts are payments that are dated for a time in the future—usually 20, 60, 90, or 120 days later. PeopleSoft Payables currently supports supplier-initiated drafts, customer-initiated drafts, and customer-initiated EFT drafts, enabling you to manage and process these draft payments efficiently.

Supplier-Initiated Drafts

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

This diagram shows the process flow for supplier-initiated drafts.

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Customer-Initiated Drafts

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

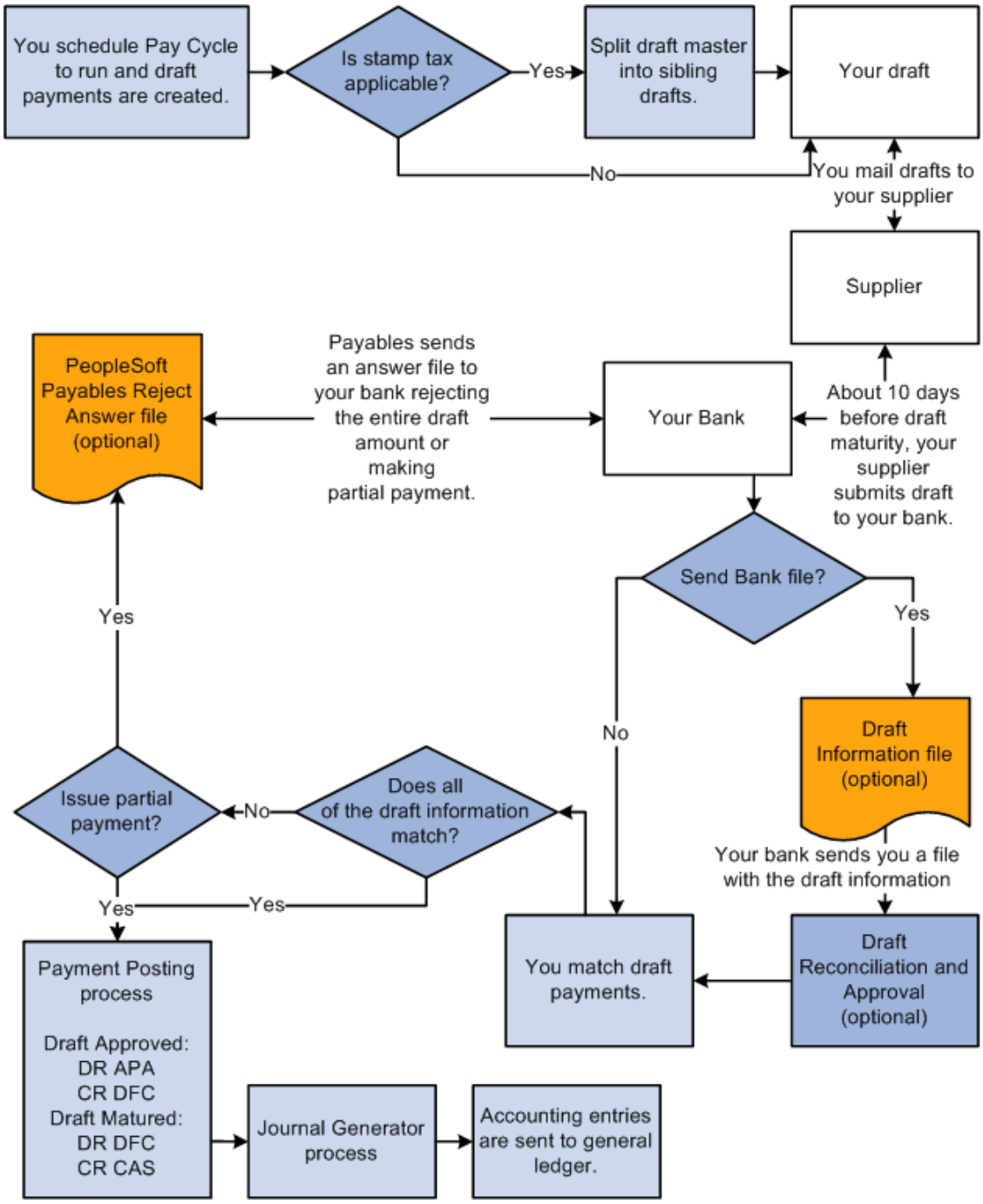
You can also create customer-initiated drafts manually.

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Customer-Initiated EFT Drafts

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

This diagram shows the process flow for customer-initiated EFT drafts.



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Giros

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

Manual Giro Payments

In PeopleSoft Payables, the giro payment method *(GM-Manual)* is a type of remittance slip that is handled like a manual payment. The Accept Giro is a standard format used in the Netherlands that has an invoice with a tear-off portion. The tear-off section displays the information necessary to process a payment. You detach the tear-off portion and send it to your bank for payment to the supplier. Your bank sends payment to the supplier's bank, and the supplier's account information is updated. You do not need to run the Pay Cycle Application Engine process (AP_APY2015) because you use the information on the tear-off section to record the payment on the Payments page of the Voucher component.

In some instances, you may send an electronic payment file to your bank.

EFT Giro Payments

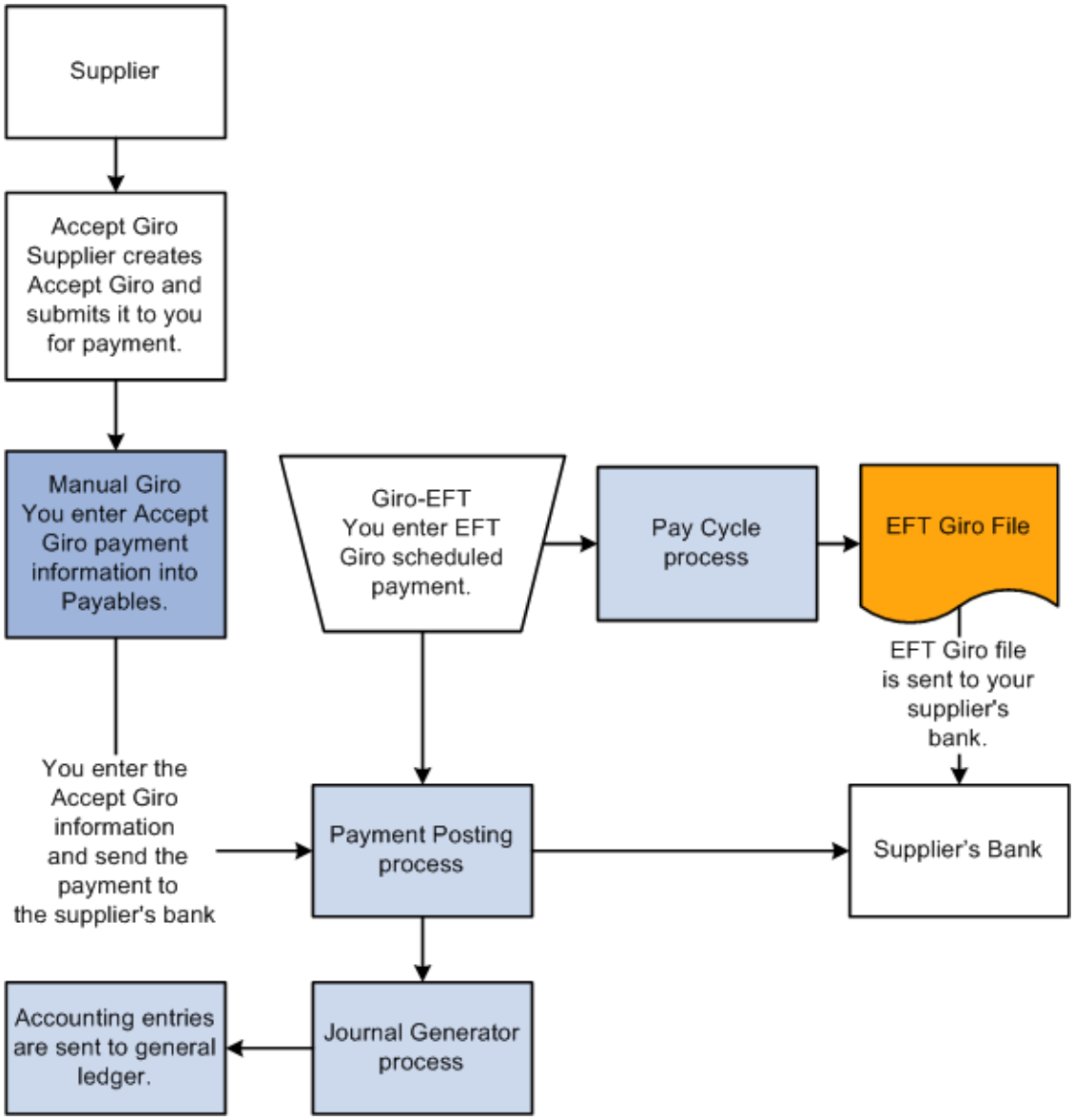
In PeopleSoft Payables, the EFT giro payment method *(GE-EFT)* is handled like an EFT payment. This standard payment format is used in Singapore for performing direct debits and credits. It is often used to make payments that recur within a set time period and has been used to make direct deposits of employee payroll checks and expense reimbursements. The EFT giro file layout is formatted when you set up banks and counterparties, and it is set up according to the local requirements of the supplier. For EFT giro payments in Singapore, you can use the sample file layout called FEDI. Giro authorizations are specific to a particular supplier, containing standard data elements according to the giro requirements. They contain your bank account information and the supplier's account information.

For the EFT giro, the supplier directly debits your bank account for remittances. During voucher entry, you specify a bank account sequence number to associate the supplier's bank information with the voucher.

In the Payment Selection Criteria component (PYCYCL_DEFN), you specify Giro - EFT on the Bank/Method page. During the Pay Cycle process, PeopleSoft Payables collects all EFT giro transactions and creates an output data file containing the payment information. You send the output data file to the bank electronically or on taped media.

This diagram shows the process flow for giro payments.

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Related Topics

- Scheduling and Creating Voucher Payments for Online Vouchers
- Bank / Method Page
  Use the Bank / Method page (PYCYCL_DEFN_BNK) to specify bank information and payment methods.
- PeopleSoft Banks Setup and Processing: Setting Up EFT Processing

Letters of Credit

Letters of credit are commonly used in international trade as one of the safest means for establishing payment terms. It is an agreement issued by a bank at the request of its client and adds the bank's promise of payment to the client's promise. The letter of credit frequently requires congruity with a number of terms, conditions, or events before the supplier can collect payment.

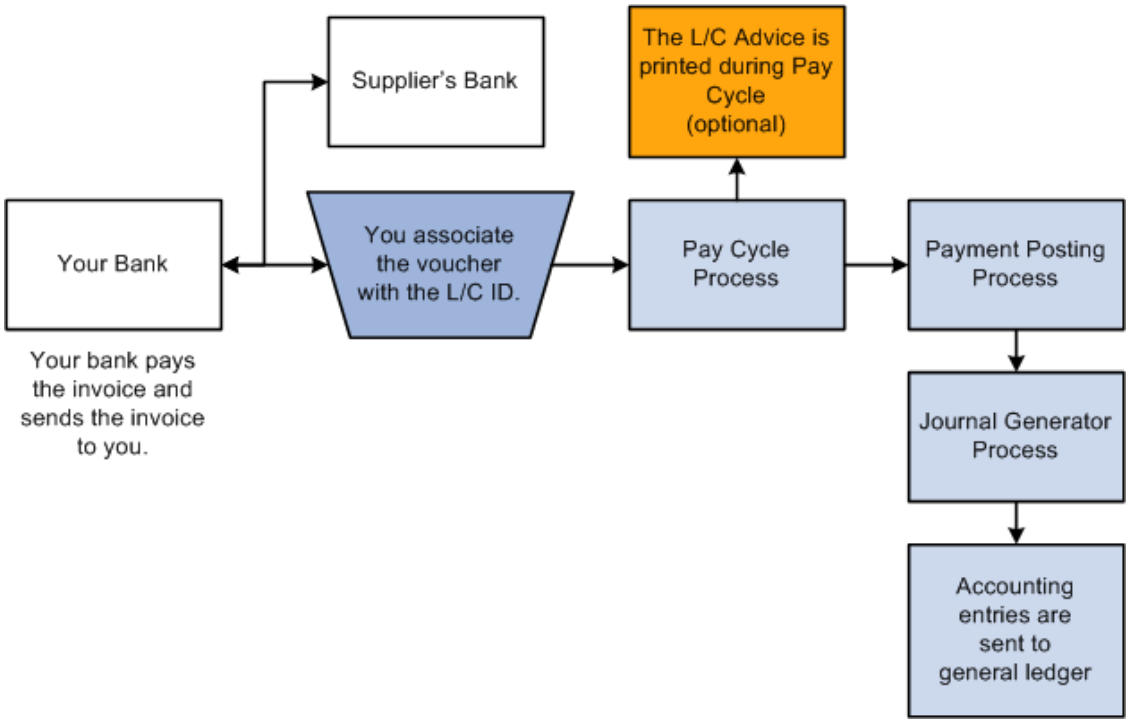
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Because most invoices are sent directly to your bank and the bank handles approval and electronic fund transfers directly to the supplier's bank, your bank often pays invoices before you receive them. When you select the letter of credit payment method, the letter of credit identification number is added to the **L/C ID** (letter of credit ID) field on the Payments page in the Voucher component (VCHR_EXPRESS). The letter of credit ID can also be copied from a purchase order at voucher entry. If the letter of credit ID appears on a purchase order, it is carried over to the Invoice Information page in the Voucher component when you select the worksheet copy option *PO Receipt.*

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

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

This diagram shows the process flow for letters of credit.



Letter of Credit Details

Letters of credit can contain multiple vouchers; therefore, you might need to view the specific details regarding a particular voucher to which a letter of credit pertains. You view these details by clicking the related links button next to the **L/C ID** field on the Payments page in the

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Voucher component and clicking the **Letter of Credit Doc** (letter of credit document) link or the **Letter of Credit Details** link.

Letter of Credit Advice

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

Letter of Credit Inquiry

Because letters of credit can comprise many vouchers, you may need to review the details for individual vouchers paid by one letter of credit. You use the L/C Inquiry page to verify payment entries, payment totals, and the payment status of vouchers associated with a letter of credit. You can obtain more information about vouchers and payments from the L/C Inquiry page by clicking the related links button and selecting the **Voucher Inquiry** option or the **Payment Inquiry** option.

Letter of Credit Accounting Entries

At payment posting, only letter of credit payments that have a valid letter of credit ID and status are posted. During payment posting, the following accounting entries are generated:

- DR AP Liability (APA)
- CR L/C Payable (LCP)

When the letter of credit payment is made, you must manually enter the following journal entries in PeopleSoft General Ledger:

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

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

Related Topics

- Understanding Voucher Processing and the Voucher Life Cycle
  After you have set up all your control information, established your PeopleSoft Payables control hierarchy, and entered approved suppliers in the system, you are ready to enter vouchers into the system.
- Payment Selection Criteria - Preferences Page
  Use the Payment Selection Criteria - Preferences page (PYCYCL_DEFN_OPT) to set pay cycle general options.
- PeopleSoft General Ledger: Understanding General Ledger Journal Entries

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Direct Debits

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

Deciding Which Payment Forms You Need

This section provides an overview of the available payment forms and discusses how to:

- Decide payment form layouts.
- Select and configure payment forms.

Understanding Which Payment Forms You Need

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

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

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

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

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

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

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Deciding Payment Form Layouts

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

- Do you want to print checks and advices on the same page or on separate pages?
- How many detail lines do you want an advice to display?
- How will you manage detail line overflow?

  Do you want to void the next check and use its advice or generate a separate print file for advices on a different paper stock?
- Do you want to use your own preprinted forms, deselect check formatting so that only the data prints, and then customize the Reports layout to position the fields on the form?
- Do you need to add new fields to the checks or change formulas that determine how data is printed?
- Do you need to print checks at all?

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

> **Note**
>
> If you modify the delivered payment forms, strictly follow the local rules for check layout. You must follow field dimensions, such as bank account MICR lines, exactly so that banks can successfully process your forms. In the U.S., refer to the document *Understanding and Designing Checks* by the X9-Financial Services Standards Committee for more details. Always have your custom forms approved by your banks before using them. Because customizing forms can be a lengthy process, you should do it early in an implementation.

Selecting and Configuring Payment Forms

To set up payment forms:

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

Specifying Payment Form Attributes

To specify payment forms attributes, use the Payments Forms component (PYMNT_FORM_PYMNT).

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This section provides an overview of payment form attribute specifications and discusses how to set form and advice attributes to link payment layouts to data and select payment sort fields.

Pages Used to Specify Payment Form Attributes

Page Name	Definition Name	Usage
Form Information Page	PYMNT_FORM	Set form and advice attributes and add payment forms. Link the layout of a payment form to the data that the Pay Cycle - Payment Creation subprocess generates.
Sort Fields Page	PYMNT_FORM_SORT	Indicate the sort level that determines the order in which payments and advices print.

Understanding Payment Form Attribute Specifications

To link the layout of a payment form to the data that the Pay Cycle - Payment Creation subprocess (AP_APY2015) generates, you must specify attributes for each payment form ID that determine, for example, whether the payment prints on check stock or is an electronic file, and whether the advice starts directly after the check or on another page. These attributes do not control the actual printing of the payment form, but rather the formatting of the query that extracts information from the payment tables. During payment creation, the system assigns payment reference numbers, counts advice lines on each page, and applies other format controls. The associated BI Publisher layout (such as CHECK1.RPT) controls how the formatted payment information is laid out on the printed page.

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

Form Information Page

Use the Form Information page (PYMNT_FORM) to set form and advice attributes and add payment forms.

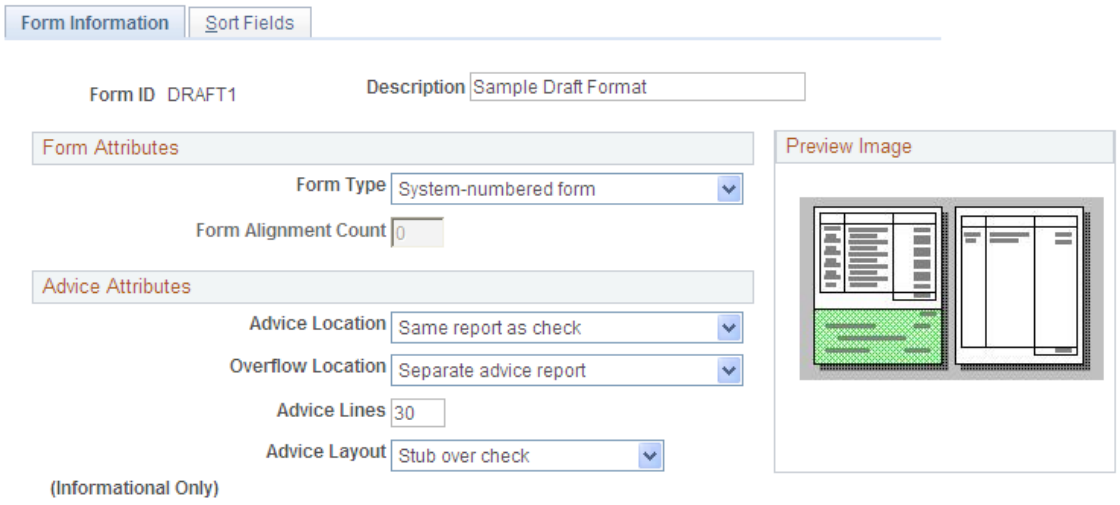
Link the layout of a payment form to the data that the Pay Cycle - Payment Creation subprocess generates.

Navigation:

Banking, and then **Banks and Branches**, and then **Payment Forms**, and then **Form Information**

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

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Form Attributes

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

Field or Control	Description
Form Type	Select the form type. Options are: *ASCII file:* Use for EFT or positive payment files. *Pre-numbered form:* The check stock has preprinted check numbers. The system does not generate check numbers, but it tracks the payment references and can warn you of any discontinuity in reference numbers. *Remittance Advice only:* Use for WIRE (wire transfer) reports and letters of credit. *System-numbered form:* The system generates check numbers to print on the payment forms. **Note:** You must customize the BI Publisher layout to match the form type that you specify if it differs from the form type that comes with PeopleSoft Payables.
Form Alignment Count	Select to align the printer head with the first row of the form so that checks and advices print correctly. You use this field with system-numbered forms only.

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Advice Attributes

Field or Control	Description
Advice Location	Select the location of the advice. Options are: *No advice:* No advice lines print. *Same report as check:* The advice prints below or above the check on the same form. *Separate advice report:* The advice prints in a separate job from the check. You need to load two different forms: one for the checks and one for the advices. You can also select this option to create an advice report for EFT payments.
Overflow Location	Select to indicate where any information that does not fit on one page prints. Options are: *No advice report:* No advice lines are printed. *Same report as check:* If more advice lines are required than the number of lines on the check form, a second check form is used for advice lines, and the check is voided. *Separate advice report:* A separate advice form is used for overflow. You need to load two forms: one for the checks and one for the advices. Separate reports are created. You can also select this option to create an advice form for overflow for EFT payments.
Advice Lines	Enter the total number of lines available for the advice. This differs depending on whether the advice is on the same report as the check or on a separate report. **Note:** If the first invoice has payment messages that exceed the number that you enter, voucher information prints on both the regular check and the overflow advice. The system, however, sets the payment amount to 0 on the overflow advice. **Note:** Advice lines only apply to checks and are not applicable to EFTs.
Advice Layout	Select to indicate where the check and advice are positioned on the printed page. This field is informational only. Options are: *Check over stub:* Position the check over the advice. *Full page:* Send the advice lines to a separate page from the check and a separate file. *Stub over check:* Position the advice over the check.

Preview Image

As you select attributes for the form, the **Preview Image** group box displays a representation of the layout.

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Description	Format Name and Layout
Draft EFT file	BEF1 generates an ASCII file that your bank uses to make the appropriate EFTs for supplier payments. This format is used with the draft payment method.
Draft EFT file with advice	BEF2 generates an ASCII file for the bank and a separate advice report that you can send to suppliers. This format is used with the draft payment method.
Stub over check with advice	CHECK1 prints the remittance advice block followed by the check. If more advice lines are included within the payment than can fit on the remittance advice, a separate file is created that prints advice overflow.
Check with separate advice	CHECK2 prints a check for payment to a supplier and prints the remittance advice on a separate advice form. The file is set up to print three checks on one form. The system generates two separate files, one for the checks and one for the advices.
Check over stub with overflow	CHECK3 prints the check followed by a remittance advice block. If more advice lines are included within the payment than can fit on the remittance advice, the next check is voided, and its remittance advice is used for overflow lines.
File copy	COPY1 prints the check followed by a remittance advice block. If more advice lines are included within the payment than can fit on the remittance advice, the next check is voided, and its remittance advice is used for overflow lines. This format creates a backup file only. No negotiable checks are created.
Stub over draft with advice	DRAFT1 prints the remittance advice block followed by the draft. If more advice lines are included within the payment than can fit on the remittance advice, a separate file is created that prints the advice overflow.
EFT file	EFT1 generates an ASCII file that your bank uses to make the appropriate transfers for supplier payments. This format is used with the EFT payment method.
EFT file with advice	EFT2 generates a file for the bank and a separate advice report that you can send to suppliers. This format is used with the EFT payment method.
Check file layout	FILE1 prints the check followed by a remittance advice block. If more advice lines are included within the payment than can fit on the remittance advice, the next check is voided, and its remittance advice is used for overflow lines. This format creates a backup file only. No negotiable checks are created.

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Description	Format Name and Layout
Giro-EFT file	GE1 generates an ASCII file that your bank uses to make the appropriate electronic funds transfers for supplier payments. This format is used with the giro payment method.
Giro-EFT file with advice	GE2 generates a file for the bank and a separate advice report that you can send to suppliers. This format is used with the giro payment method.
Letter of credit advice	LC1 generates a remittance advice only, which you can send to suppliers. This format is used with the letter-of-credit payment method.
Positive payment form	POS1 file generates an ASCII file that contains payment information for checks that can be paid. You send the file to your bank. The bank compares the data on the file against the data on the checks that your suppliers submit. Only checks that match are paid.
Wire report	WIRE1 generates a remittance advice only for paying by wire.

Related Topics

- PeopleSoft Banks Setup and Processing: Form Information Page

Sort Fields Page

Use the Sort Fields page (PYMNT_FORM_SORT) to indicate the sort level that determines the order in which payments and advices print.

Navigation:

Banking, and then **Banks and Branches**, and then **Payment Forms**, and then **Sort Fields**

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

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

Related Topics

- PeopleSoft Source to Settle Common Information: Defining Payment Handling Codes
- PeopleSoft Banks Setup and Processing: Sort Fields Page

Assigning Payment Forms to Bank Accounts

To assign payment forms to bank accounts, use the following components:

- External Bank Accounts (BANK_EXTERNAL)
- Netting Accounts (BANK_PNLNET)

Each bank account that you use to pay suppliers must have a specified payment form.

This section discusses how to specify payment form IDs for bank accounts.

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Page Used to Assign Payment Forms to Bank Accounts

Page Name	Definition Name	Usage
Payment Methods Page	PYMNT_BANK	Specify the payment form to use for each bank account.

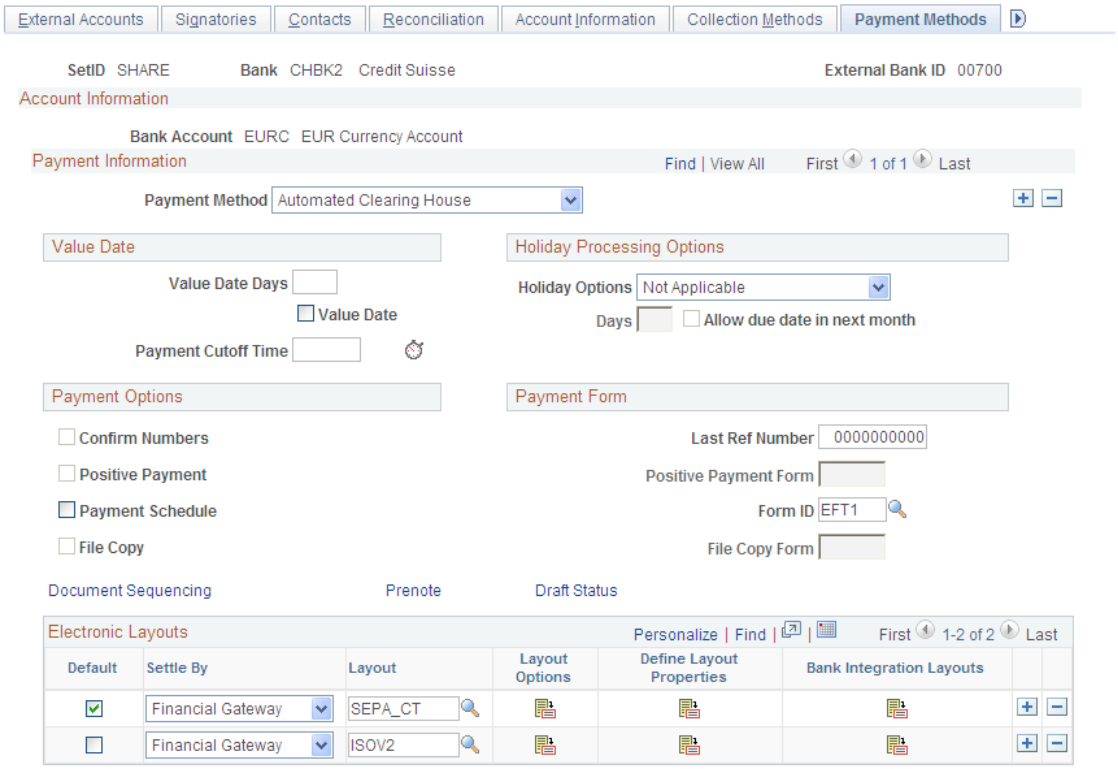
Payment Methods Page

Use the Payment Methods page (PYMNT_BANK) to specify the payment form to use for each bank account.

Navigation:

- **Banking**, and then **Bank Accounts**, and then **External Accounts**, and then **Payment Methods**
- **Banking**, and then **Bank Accounts**, and then **Netting Accounts**, and then **Payment Methods**

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



Payment Options

If you select **File Copy** or **Positive Payment** in the **Payment Options** group box, then you must specify the positive payment form or the file copy form in the **Payment Form** group box.

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Payment Form

Field or Control	Description
Form ID	Specify the form ID for the payment method that you are using for each bank account.
Positive Payment Form	Select to have the system create a payment file for every pay cycle using this bank account. The system formats the file to the specifications of the positive payment form that you select.

Electronic Layouts

Field or Control	Description
Layout	Specify an EFT layout, such as *EDI*, *KIJ*, or *UFF*, for EFT payment methods. The payment method must be an EFT method in order to select an EFT layout.

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

Related Topics

- Application Fundamentals: Understanding User Preferences
- PeopleSoft Banks Setup and Processing: External Accounts - Payment Methods Page

Modifying Payment Forms

This section provides an overview of payment form modifications and discusses how to modify a payment form.

Understanding Payment Form Modifications

To configure the payment forms that come with PeopleSoft Payables to meet your specific needs, you must modify the Reports layout for the form and ensure that the form ID matches the output configuration.

A payment form consists of these sections:

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

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Modifying a Payment Form

To modify a form:

1. Copy the form (CHECK2.RPT, for example).
2. Rename it (CHECK5.RPT, for example).
3. Open the Banks and Branches, Payment Forms component in Add mode to add the name of a new payment form.

See the product documentation for *PeopleTools: BI Publisher for PeopleSoft*

Specifying MICR Fonts

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

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

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

Printing Logos and Signatures with BI Publisher Checks

With BI Publisher checks, you can easily add a check signature or any other graphic, such as a company logo. Signature fonts and logos are not provided with the PeopleSoft system. Typically, you purchase them separately from a third party, such as Hewlett-Packard. For information about implementing and troubleshooting signature fonts and logos, please consult the supplier from which they were purchased.

Testing Checks

The two methods for testing check printing are:

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

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

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

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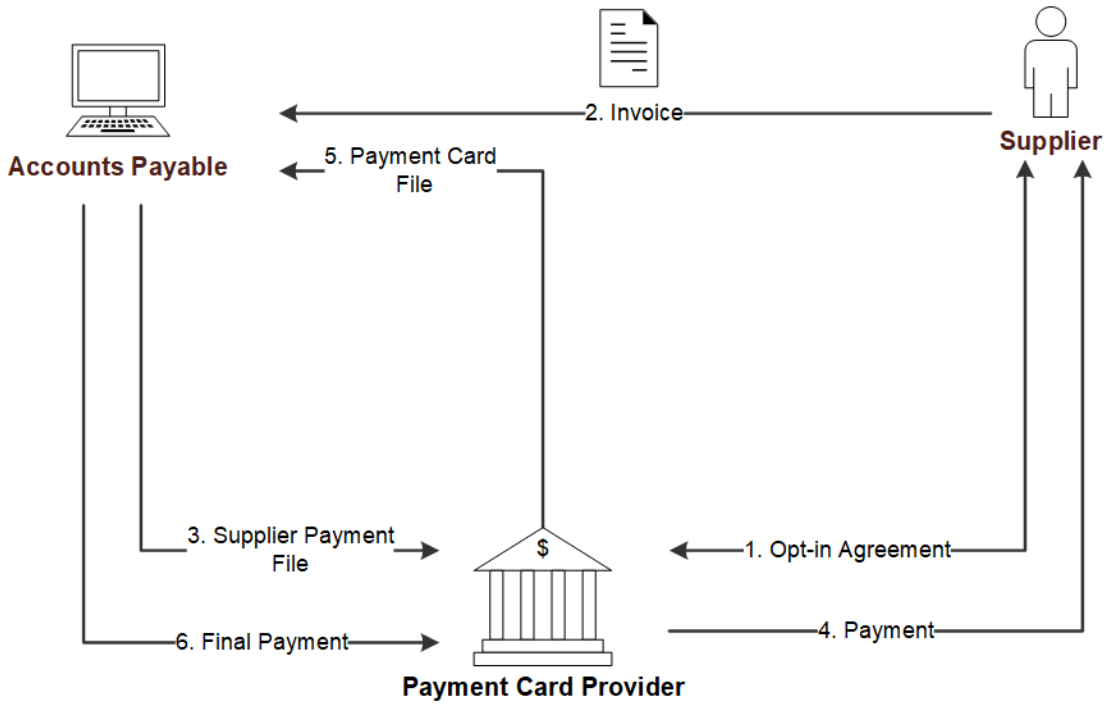
Related Topics

- Understanding Voucher Processing and the Voucher Life Cycle
  After you have set up all your control information, established your PeopleSoft Payables control hierarchy, and entered approved suppliers in the system, you are ready to enter vouchers into the system.
- Understanding Voucher Build Processing
  PeopleSoft Payables provides the Voucher Build process to build vouchers in batch from various source transactions, including transactions originating from third-party systems.
- Understanding Pay Cycle Processing
  The Pay Cycle process is a flexible tool. You can review payments after specific processing steps—such as after payment selection and before payment creation—and correct exceptions before proceeding to the next step. Or you can run the Payment Selection and Payment Creation processes together if you do not need to review the payments after selection. If you have a large payment run and only a very small percentage of exceptions, you do not have to delay payment processing—you can continue the current pay cycle, resolve exceptions, and then process the payments in a different pay cycle run.

Virtual Payment Card for Supplier Payments

The following diagram shows the process flow for supplier payments using payment cards.

Process flow for supplier payments using payment cards



- Payment card provider enrolls supplier(s) in payment card program.
- Supplier sends invoice.
- PeopleSoft AP creates and sends payment file to payment card provider for all payment card payments.

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- Payment card provider sends email with payment instructions to supplier. Supplier retrieves payment card details and payment.
- Payment card statement is available from payment card provider for all payments made. PeopleSoft AP reconciles payments.
- New voucher is created in AP to pay the payment card provider.

Processing Payment Cards Payments

There are two process flows for processing supplier payments through payment cards method.

Outbound process to pay the suppliers

This process flow is similar to ACH and check payments from Accounts Payable. The enhancements to support payment cards include:

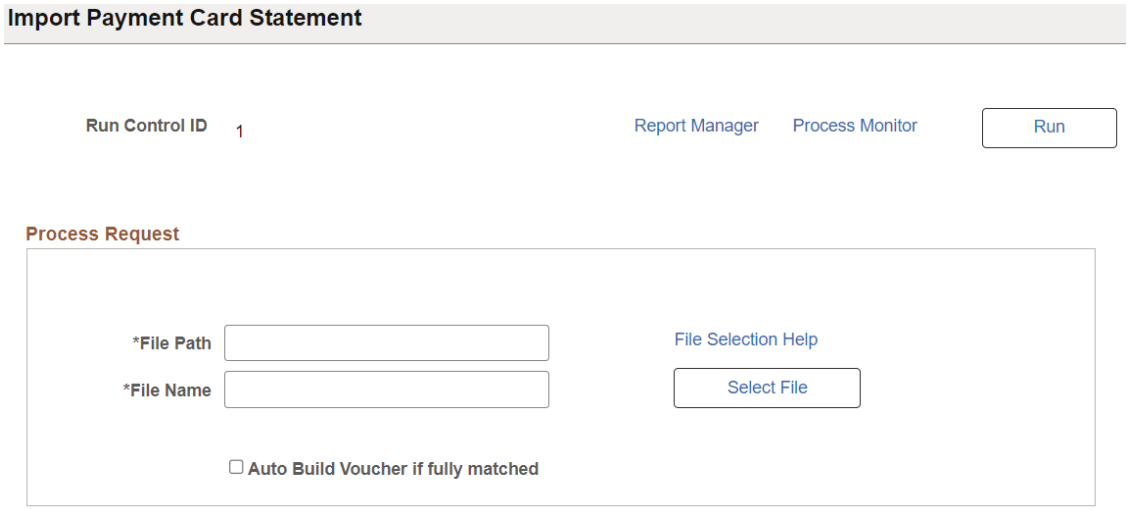
- Enhancement to voucher create process to recognize the payment cards payment method: Based on the supplier setup, if payment card is defined as the payment method for the supplier, voucher is created with the Payment Card method.
- Enhancement to payment file creation process: Financial Gateway payment file creation process has been enhanced and will use the layout, as outlined in the setup, to generate the outbound payment file.
- Enhanced Payment posting to create accounting for Cash in Transit: Payment posting process has been enhanced to create accounting for *Cash in Transit*.

Inbound process to receive payment card statement from bank, reconcile payments and pay payment card provider

You need to define the process of receiving payment card statement file. Typically, organizations log into their payment card provider website to download payment card statements on a weekly or monthly basis.

Once you have this file, you can import the payment file using the Import Payment Card Statement page (Accounts Payable> Vouchers> Add/Update> Import Payment Card Statement).

This example illustrates the fields and controls on the Import Payment Card Statement page.

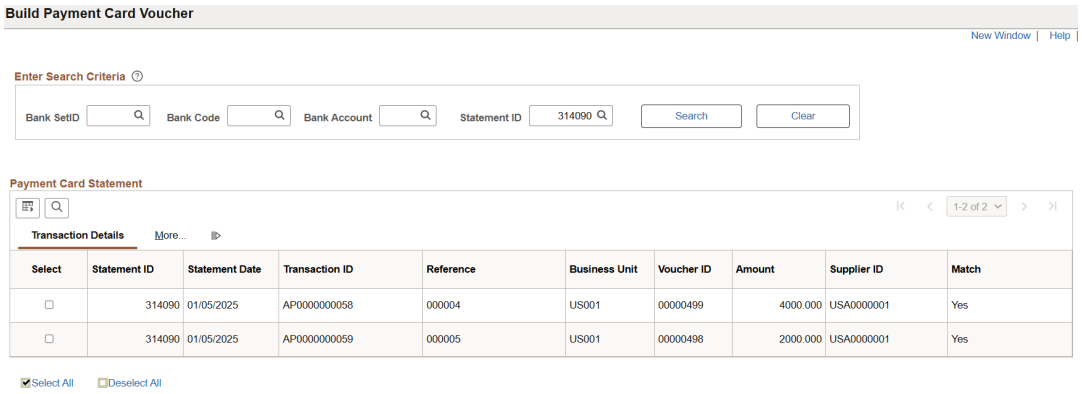


For importing payment card file:

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- Specify the file path and file name for the payment card file.
- Select *Auto Build Voucher if fully matched* flag to create the voucher to pay the payment card provider. Your payment provider would have made payments to various suppliers for different vouchers. The inbound file should contain the details of each payment. The import and matching process imports the payments data and matches the payments with the corresponding vouchers. Then, a single voucher is created to pay the payment provided for all the payments made.
- For unmatched payments or in cases where amounts are not fully matched, you need to verify and approve payment on a on case-by-case basis.
- If *Auto Build Voucher if fully matched* flag is not checked, you have to create the voucher to pay the payment card provider manually. Use Build Payment Card Voucher page (Accounts Payable> Vouchers> Add/Update> Build Payment Card Voucher).

This example illustrates the fields and controls on the Build Payment Card Voucher page.



Setting up Virtual Payment Cards in PeopleSoft

Enabling payment cards in PeopleSoft requires both system configurations and external actions with your payment card provider. Use the following steps to setup virtual payment cards:

1. Enrolling Suppliers to accept payment cards

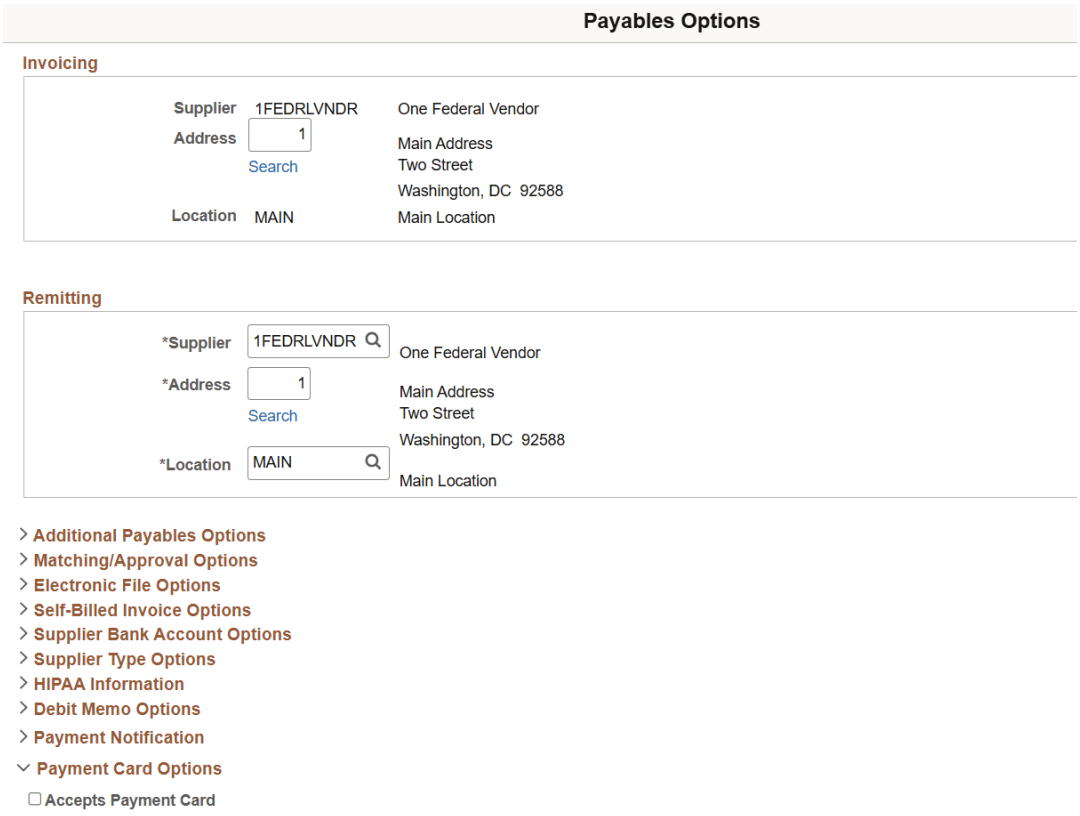
   The first step is for your financial institution to engage with your suppliers and have them opt-in to accept payment cards as a payment method. Typically, organizations share their supplier list with banks, who then run campaigns for supplier opt-in.

2. Setup Supplier Master to indicate which suppliers will accept payment cards

   For suppliers that agree to accept payment cards, select the *Accepts Payment Card* flag at Suppliers > Suppliers Information > Add/Update > Supplier > Location Tab > Payables Options > Payment Card Options section. This allows the system to recognize the supplier as one who can receive payments using payment card. Supplier Bank Account information is also required for the payment to be successfully staged to Financial Gateway.

   This example illustrates the fields and controls on the Payables Options - Payment Card Options section.

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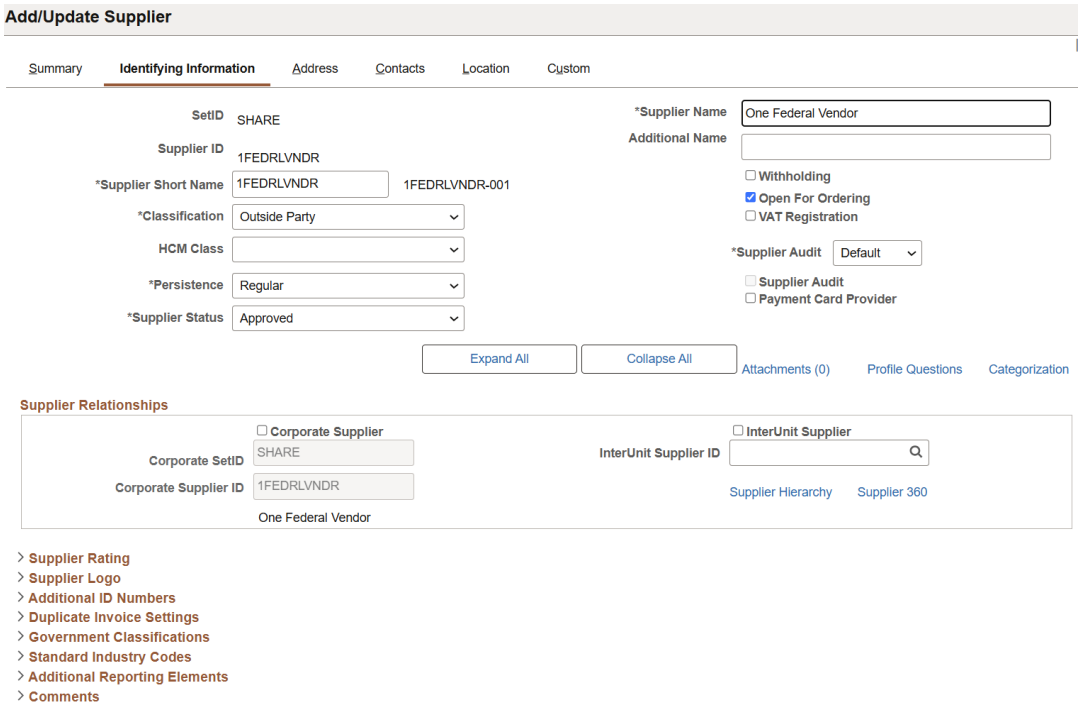


3. Setup Financial Institution as a Supplier

   Your Payment Card provider must be setup as a supplier. This is needed to process payments to the payment card provider after reconciliation. Select the *Payment Card Provider* check box in Suppliers > Suppliers Information > Add/Update Suppliers > Identifying Information tab.

   This example illustrates the fields and controls on the Supplier - Identifying Information page.

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If the *Payment Card Provider* check box is selected on the Supplier Identifying Information page, the Payment Card Options section will not be available on the Supplier Information - Location page. See PeopleSoft Source to Settle Common Information: Identifying Information Page and PeopleSoft Source to Settle Common Information: Supplier Information - Location Page for additional information.

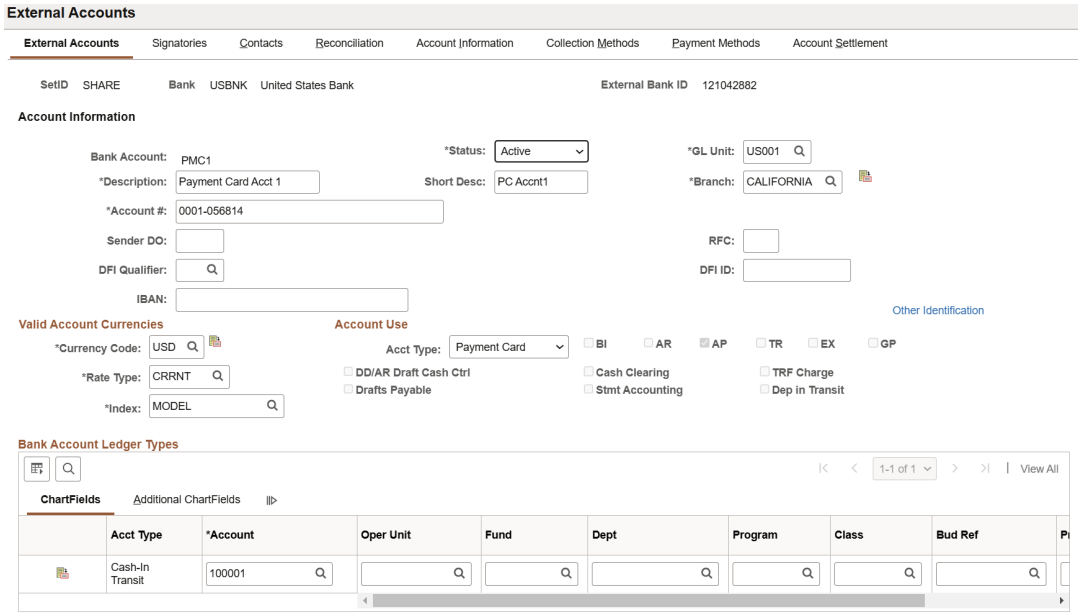
4. Setup new External Account for Payment Card

   An external bank account type of Payment Card needs to be defined in PeopleSoft. While paying suppliers using payment card, the funds are not immediately transferred into the supplier's account. Instead, the payment is processed through the payment provider, and the actual cash flow to the supplier happens once the payment provider finalizes the payment. The *Payment Card* external account type ensures that the system recognizes this unique payment process, marking the payment method appropriately. When you define this external account, only the AP (Accounts Payable) checkbox is checked, as this method is directly linked to the AP payments.

   This setup can be done by navigating to Banking > Bank Accounts > External Accounts and defining these options. This allows the payment to be categorized correctly within the accounts payable process.

   This example illustrates the fields and controls on the External Accounts page.

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Additionally, a chartfield account type called *Cash In Transit* is needed for accounting purposes. Since the payment is in transit, this account type helps track the funds before they are fully transferred to the supplier. It ensures that the financial records accurately reflect the temporary status of the payment.

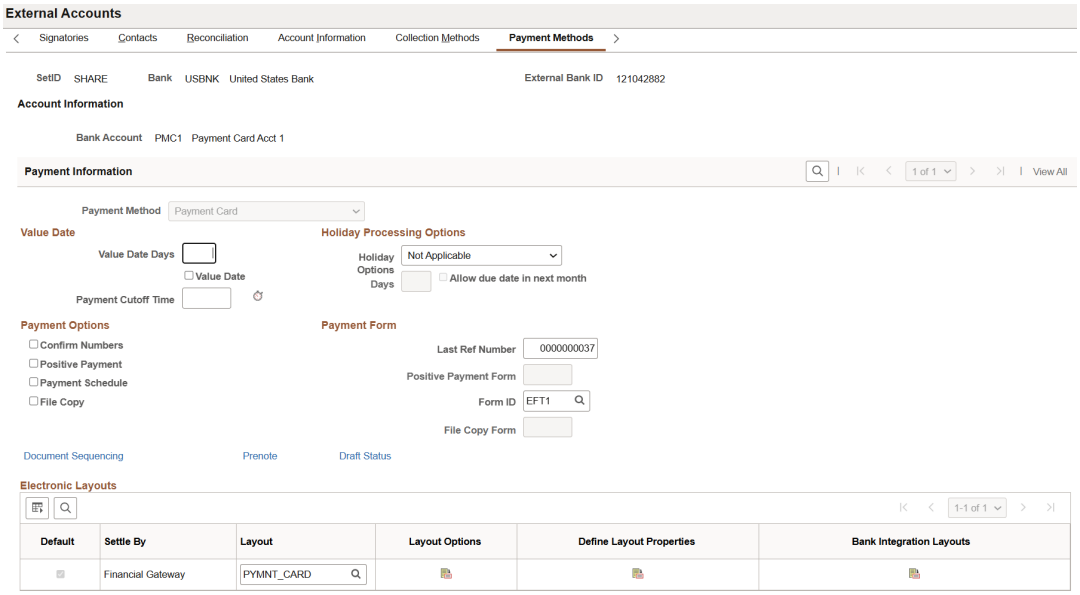
5. Define Payment Method and Layout Mapping

   Define Payment Method and Layout Mapping in Banking > Bank Accounts > External Accounts> Payment Methods tab. You also need to define Payment Method of *Payment Card*. This step is necessary because it links the external bank account to the specific payment type used for transactions with the payment card provider. Without this setup, the system would not recognize that payment transactions are being processed using credit card.

   Additionally, in the electronic layout section, you need to define mapping of new Layout **PYMNT_CARD** for Financial Gateway. Under Bank Integration Layouts, define the new **PYMNT_CARD** layout with a Document Type of *Payment*.

This example illustrates the fields and controls on the External Accounts page - PYMNT_CARD layout.

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6. Financial Gateway Setup

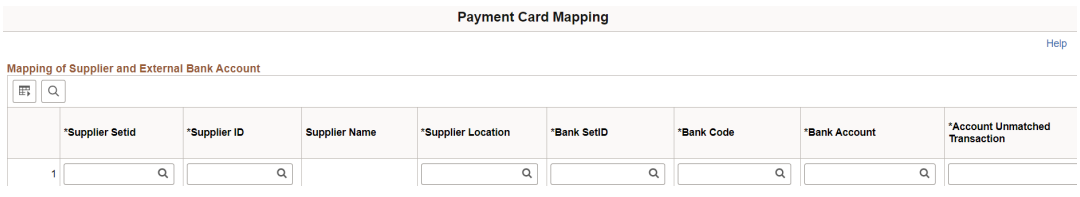
To enable payment card payments, two new layouts have been added to the Data Export and Import Utility (DEIU).

- Payment Card Layout (MAP_PYMNT_CARD): Access this data definition through DEIU Map Definition. This is an example definition of the outbound payment card file that PeopleSoft has defined. This is the format that Financial Gateway will generate the file when payment is created in AP. Collaborate with your payment provider to understand the exact format they require for payment data. The default PeopleSoft layout is an example, and you may modify this map to match the format that your payment provider uses.
- Payment Card Import Layout (MAP_PYMNT_CARD_IMPORT): This is an example definition of the inbound payment card file that PeopleSoft has defined. This is the format that Financial Gateway uses to import the payment card file received from the payment provider containing payments made to suppliers. The file type must be .csv.

7. Payment Card Mapping

To ensure proper voucher distribution and correct financial accounting, mapping is required between the Bank Account and the Supplier. Use Payment Card Mapping page (Banking> Bank Accounts> Payment Card Mapping) to do mapping. This mapping enables PeopleSoft to derive the appropriate voucher distribution account when a payment is processed using the payment card.

This example illustrates the fields and controls on the Payment Card Mapping page



For Matched Transactions, where the payment has been successfully reconciled, PeopleSoft defaults the *Cash In Transit* account.

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For Unmatched Transactions, where the payment details have not been reconciled, specify the account to post the unmatched amount.

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7

Configuring the PeopleSoft Payables Payment Interface

Understanding the PeopleSoft Payables Payment Interface

As delivered, the Payment Interface feature supports these payments:

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

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

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

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

Common Elements Used in Payables Payment Interface

Field or Control	Description
Source Transaction	Select the source of the transaction that you are defining; for example, refunds, accounts payable vouchers, expense sheets, and so on.
Map Type	Select the type of map that you are creating for the source transaction.

Setting Up the PeopleSoft Payables Payment Interface

To set up PeopleSoft Payables to process payments from another source, use the Payment Source component (PYMNT_SOURCE) to define the payment source.

To process payments for any new payment source that you define, the Pay Cycle Manager component needs information about where the payment data is staged and how to map the

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data to the corresponding table in PeopleSoft Payables. You define this information using the Pay Cycle Mapping component (PYCYCL_MAP_DEFN).

After mapping the pay cycle, you can define the pay cycle in the Payment Selection Criteria component (PYCYCL_DEFN).

To set up the PeopleSoft Payables Payment Interface feature, use these components:

- Payment Source (PYMNT_SOURCE).
- Pay Cycle Mapping (PYCYCL_MAP_DEFN).

Pages Used to Set Up the PeopleSoft Payables Payment Interface

Page Name	Definition Name	Usage
Payment Source Page	PYMNT_SOURCE_DEFN	Add a new payment source.
Source Search Definition Page	PYMNT_SOURCE_DEFN2	Enter the search record for the inquiry page that you specify on the Payment Source Definition page.
Paycycle Map Page	PYCYCL_MAP	Set up the pay cycle mapping for the payment source.
Mapping Detail Page	PYCYCL_MAP_DTL	Specify the mapping of the fields in the staging table to the corresponding fields in the PeopleSoft Payables PS_PYCYCL_DATA table.

Related Topics

- Understanding Pay Cycle Processing
  The Pay Cycle process is a flexible tool. You can review payments after specific processing steps—such as after payment selection and before payment creation—and correct exceptions before proceeding to the next step. Or you can run the Payment Selection and Payment Creation processes together if you do not need to review the payments after selection. If you have a large payment run and only a very small percentage of exceptions, you do not have to delay payment processing—you can continue the current pay cycle, resolve exceptions, and then process the payments in a different pay cycle run.

Payment Source Page

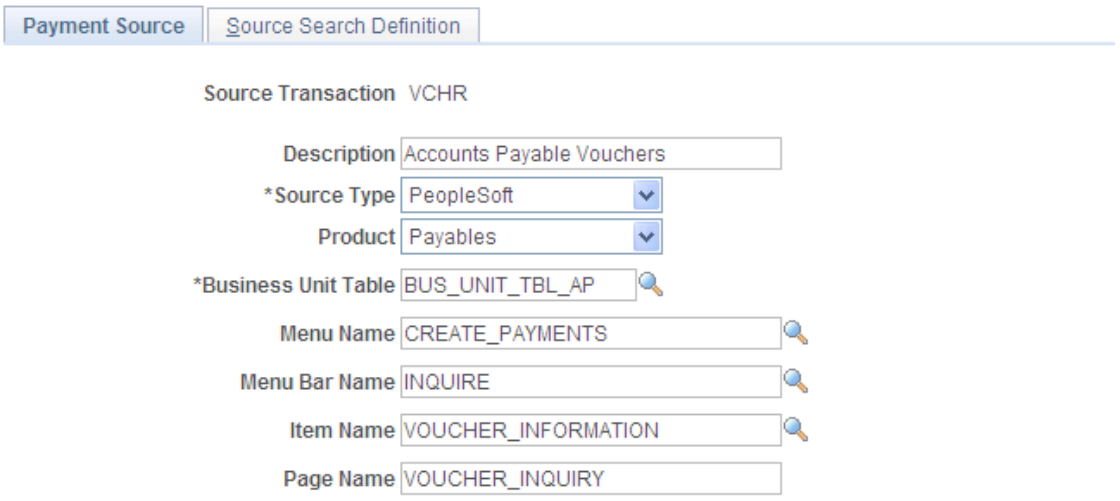
Use the Payment Source page (PYMNT_SOURCE_DEFN) to add a new payment source.

Navigation:

Accounts Payable, and then **Payments**, and then **Pay Cycle Definition**, and then **Payment Source**

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

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Important

Before you establish sources, disable products that you don't have installed on the system on the Installed Products page. Disabling products that you do not have installed on the system improves performance.

Field or Control	Description
Source Type	Select the origin for the source transaction. Options are: *External:* A third-party product. This identifies the payment source as external to the PeopleSoft system. Use this setting to configure the payment process for source-specific processing needs. *PeopleSoft:* A supported PeopleSoft product.
Product	Select the applicable PeopleSoft product from the drop-down list if you select *PeopleSoft* as the source type.
Business Unit Table	Enter a value to set up a business unit table record. To process payments, you must set up a business unit table record before you can add the payment source. This is a required field. Only three fields are required for the business unit table record: • BUSINESS_UNIT The value that is used to select the data. For example, in PeopleSoft Payables, this is the accounts payable business unit. • LOCATION Contains the address information for the business unit. • BUSINESS_UNIT_GL The general ledger business unit.

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Field or Control	Description
Menu Name	Enter the menu name for the page that you use to run inquiries on payments if you process payments from another PeopleSoft application or if you use the same database as PeopleSoft Payables. The system uses this field in conjunction with the **Menu Bar Name, Item Name,** and **Page Name** fields to identify the page where users can run inquiries on payments for the source transactions.

Related Topics

- PeopleSoft General Ledger: Defining General Ledger Business Units
- Application Fundamentals: Setting Up Locations

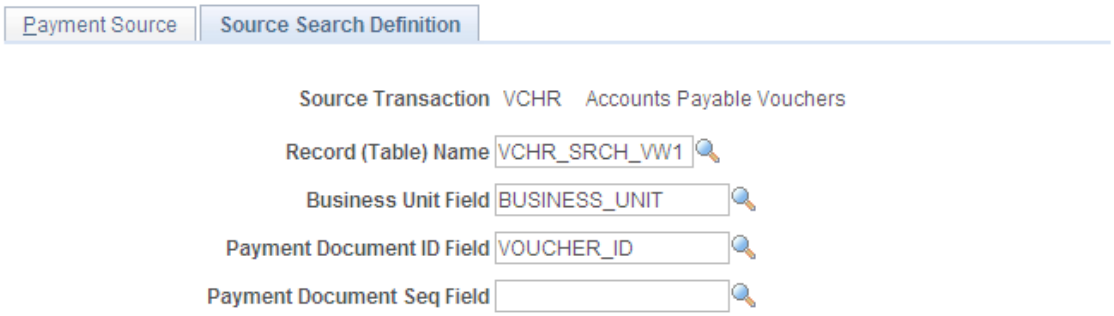
Source Search Definition Page

Use the Source Search Definition page (PYMNT_SOURCE_DEFN2) to enter the search record for the inquiry page that you specify on the Payment Source Definition page.

Navigation:

Accounts Payable, and then **Payments**, and then **Pay Cycle Definition**, and then **Payment Source**, and then **Source Search Definition**

This example illustrates the fields and controls on the Source Search Definition page.



You can define a search definition on this page only if you have entered a menu name, menu bar name, item name, and page name on the Payment Source page. To create a search definition, define the fields on this page.

If you use the source search definition default values for PeopleSoft Payables vouchers, the search is based on the business unit and voucher ID.

> **Note**
>
> You only need to add a **Payment Document Seq** (payment document sequence) field if you are using the Document Sequencing feature.

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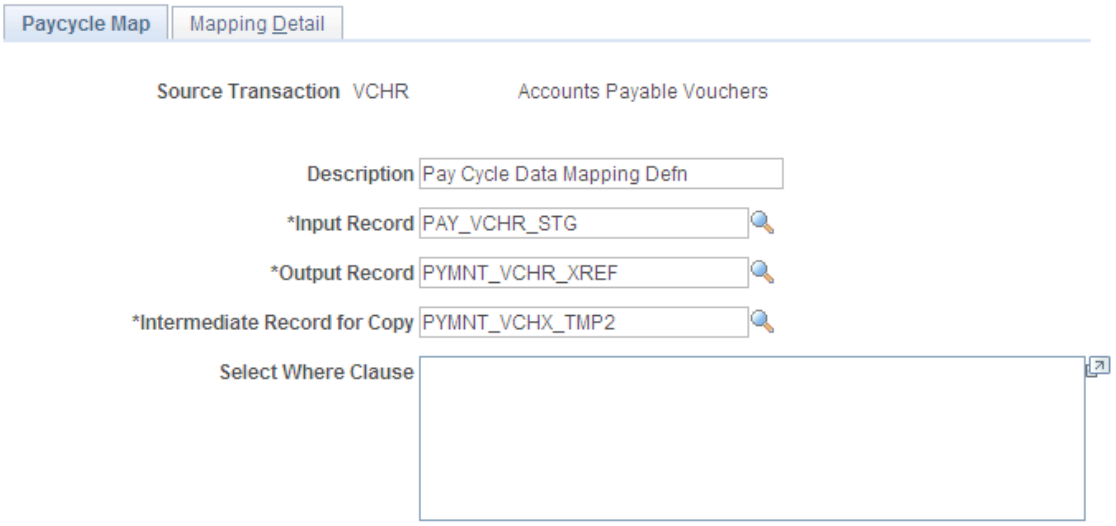
Paycycle Map Page

Use the Paycycle Map page (PYCYCL_MAP) to set up the pay cycle mapping for the payment source.

Navigation:

Accounts Payable, and then **Payments**, and then **Pay Cycle Definition**, and then **Mapping**, and then **Paycycle Map**

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



Field or Control	Description
Input Record	Specify the staging table for the payment data. This is the table from which PeopleSoft Payables selects the payment data.
Output Record	Enter the name of the table that PeopleSoft Payables updates with payment information after the system completes payment processing. You can enter the same table name that you specified in the **Record (Table) Name** field.
Intermediate Record for Copy	Specify a name for a copy of the output record table. PeopleSoft Payables uses this table to process the updates to the output record table.
Select Where Clause	If the staging table contains transaction records that can be selected for payment as well as transactions that cannot be selected, specify a Where clause to select paying transactions that you want to pay. **Note:** You are advised to move only selectable data to your staging table, in which case you do not need to enter a where clause.

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> **Note**
>
> Once you set up pay cycle mapping for the source, you can use the payment source at any time without having to redefine it.

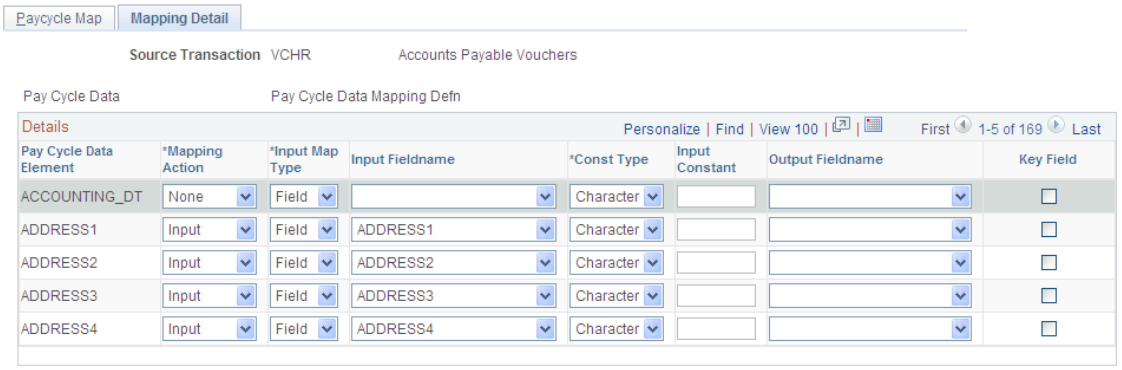
Mapping Detail Page

Use the Mapping Detail page (PYCYCL_MAP_DTL) to specify the mapping of the fields in the staging table to the corresponding fields in the PeopleSoft Payables PS_PYCYCL_DATA table.

Navigation:

Accounts Payable, and then **Payments**, and then **Pay Cycle Definition**, and then **Mapping**, and then **Mapping Detail**

This example illustrates the fields and controls on the Pay Cycle Mapping - Mapping Detail page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Pay Cycle Data Element	Displays the name of the field being mapped.
Mapping Action	Specify the mapping action for each PeopleSoft Payables field name. Options are: *Both:* Select if the field is both an input and output field. Selecting this option enables you to complete values in both the **Input Fieldname** and **Output Fieldname** fields. Any field marked *Both* is selected into the pay cycle record and included in the output record. *Input:* Select if the field is an input field, and specify a corresponding value in the **Input Fieldname** field. Any field marked *Input* is selected into the pay cycle record. *None:* Select if the field isn't mapped. *Output:* Select if the field is an output field, and specify a corresponding value in the Output Fieldname field. Any field marked *Output* is included in the output record.

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Field or Control	Description
Input Map Type	Select from the following options: *Constant:* Enables you to specify a constant field name. You must select a value from the constant type list and enter a value in the **Input Constant** field. *Field:* Select the appropriate field from the record (table) name that you entered on the Pay Cycle Map page. You must enter a value in the **Input Fieldname** field.
Input Fieldname	Specify the appropriate field name from the staging table if you select the *Input* mapping action value and also the *Field* input map type value.
Const Type (constant type)	Specify the type of data that the field contains. Options are: *Character:* The values entered into the field are characters. *Numeric:* The values entered into the field are numbers.
Input Constant	Enter the constant value that the field displays if you select *Constant* as the input map type.
Output Field Name	Specify the appropriate output field name from the output record that you specified on the Pay Cycle Map page. You must complete this field when you specify either the *Both* or *Output* field values from the **Mapping Action** field.
Key Field	Select to indicate if the mapped field is a key field in the source system. When you save the mapping, the system generates SQL statements that update the unique key field source information.

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8

Establishing Pay Cycles

Understanding Pay Cycle Processing

The Pay Cycle process is a flexible tool. You can review payments after specific processing steps—such as after payment selection and before payment creation—and correct exceptions before proceeding to the next step. Or you can run the Payment Selection and Payment Creation processes together if you do not need to review the payments after selection. If you have a large payment run and only a very small percentage of exceptions, you do not have to delay payment processing—you can continue the current pay cycle, resolve exceptions, and then process the payments in a different pay cycle run.

The centerpiece of payment processing in PeopleSoft Payables is the Pay Cycle Application Engine process (AP_APY2015), which creates the payments. Various output processes then transform these payments to flat files that are sent to the financial institution for settlements.

Pay Cycle is also integrated with PeopleSoft Financial Gateway processing. PeopleSoft Financial Gateway handles electronic settlements between PeopleSoft Payables and financial institutions, formatting payments, and sending acknowledgement messages between the systems.

Setup for pay cycle processing comes in two stages:

1. Optionally, you tailor your Pay Cycle processing to your needs by defining processing steps that you can administer separately.

   Although the delivered steps satisfy most users' needs, you can also configure and add your own user-defined steps to the Pay Cycle process.
2. You create reusable sets of payment selection criteria, called pay cycles.

> **Note**
>
> If you want the Pay Cycle process to process payment information from sources other than PeopleSoft Payables, you perform an additional setup step: configuring the PeopleSoft Payables payment interface to accept those outside payment sources.
>
> If you want the Pay Cycle process to replace bank accounts automatically for payments that meet certain selection criteria, you must define bank replacement rules.
>
> Positive Payment is not supported by the Pay Cycle Job process.

Related Topics

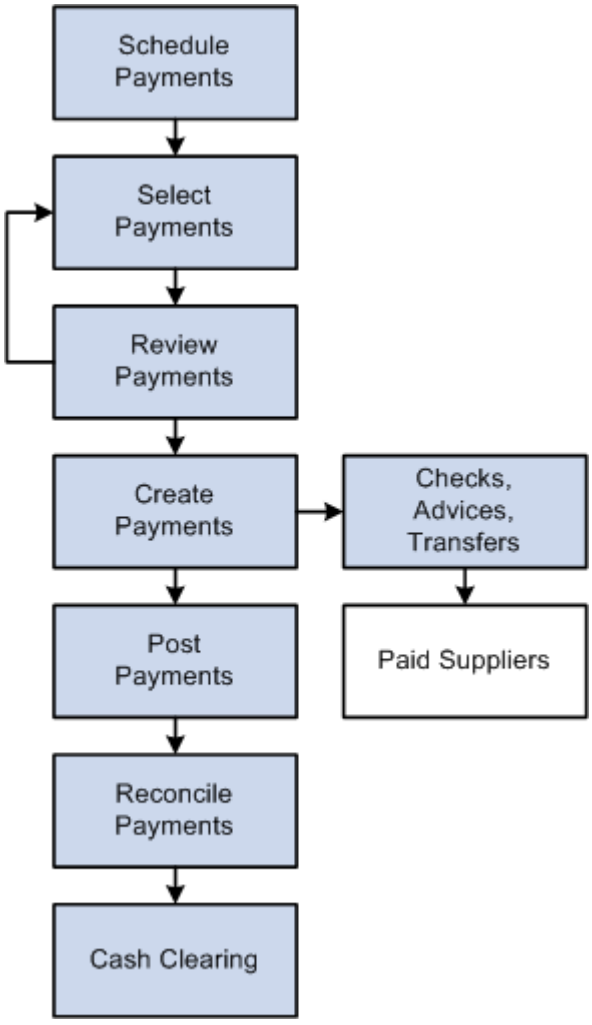
- Understanding the PeopleSoft Payables Payment Interface
  As delivered, the Payment Interface feature supports these payments:
- Understanding Pay Cycle Processing
  The Pay Cycle process is a flexible tool. You can review payments after specific processing steps—such as after payment selection and before payment creation—and

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correct exceptions before proceeding to the next step. Or you can run the Payment Selection and Payment Creation processes together if you do not need to review the payments after selection. If you have a large payment run and only a very small percentage of exceptions, you do not have to delay payment processing—you can continue the current pay cycle, resolve exceptions, and then process the payments in a different pay cycle run.

Payment Process Flow

To understand how to set up the Pay Cycle process to meet your organization's needs, you should see how the Pay Cycle process fits in the larger PeopleSoft Payables payment process flow.



Payment Process Steps

To give you maximum control over which vouchers to pay and when, the payment process has several steps.

1. Scheduling payments.

   You can configure the system to automatically select scheduled payments, or you can manually select them any time. You provide necessary information, such as supplier payment terms, due dates, and business calendar, as part of the control hierarchy or at

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voucher entry. If the voucher is to be paid in one payment, the system automatically schedules the payment. If you decide to pay the voucher in multiple payments, you can apply split payment terms to the voucher, and the system automatically creates multiple payment schedules. You can also schedule the payments manually using the Payments page.

2. Selecting payments.

   You create, run, and update pay cycles that select vouchers for payment. Pay cycles are payment selection templates that store the criteria that the system uses to select vouchers for payment. These are some of the criteria:

   - Pay through date.
   - Supplier pay group.
   - Business unit.
   - Bank account.
   - Payment method.
   - Netting options.
   - Draft options.

   If you want to schedule a pay cycle to run automatically, use the Payment Selection Criteria component (PYCYCL_DEFN) to set up the criteria and schedule the process. After you set up your standard pay cycles, you can run them repeatedly by manually or automatically updating the pay through and payment dates.

3. Reviewing payments.

   You can review payments online on the Pay Cycle Manager page after payment selection before you create the actual checks and payment advice. During this review process, you evaluate whether any payments should be put on hold, determine how to deal with payments that require special handling, and schedule multiple payments for each invoice. You also analyze potential supplier issues by monitoring the payment statuses. PeopleSoft Payables alerts you to potential lost discounts if you leave a voucher payment schedule unpaid until the next payment run.

4. Creating payments.

   After you define your pay cycle criteria, you run the Pay Cycle process from the Pay Cycle Manager to select eligible payments and generate the required payment records. This process enables you to flag vouchers as paid and then run the print job separately. In addition, if something does go wrong with your printer, you can elect to restart the check run at a specific number. If you are using preprinted check stock, void any numbered checks that were mangled and renumber the check run starting at the next available check. For system-numbered checks, select the **Re-Print using the same reference** radio button to reuse the check numbers.

   Since vouchers can be combined during pay cycle processing into a single payment, the pay cycle also validates that the total payment amount does not exceed the defined Same Day ACH Amount Per Payment on the Federal Payment Schedule Restrictions page. All vouchers making up the payment will be set to an error status in pay cycle if they violate this validation.

   The Pay Cycle process also checks the number of payments per schedule limitation on Payment Schedule Restrictions Page. Once the limit is reached, the pay cycle creates a new schedule. The pay cycle is then certified by the appropriate user and the payment file is created.

5. Posting payments.

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You run the Payment Posting Application Engine process (AP_PSTPYMNT) on the Payment Posting Request page to create accounting entries based on your payments.

6. Reconciling payments.

   Bank account reconciliation supports both manual and electronic entry of bank reconciliation data. Transactions can be automatically matched and reconciled, or you can manually match and force them to reconcile. Online inquiries and reports are available to review the results of the reconciliation process. You initiate the Bank Reconciliation Application Engine process (BNK_RECON) from the Process Reconciliation page.

7. Cash clearing.

   Use cash clearing to track cleared and uncleared amounts in the banking system. The more often you reconcile payment information from your bank, the more accurate your cash account balances are. To use this feature, define a cash clearing account and a cash account for each bank account. Payment posting creates accounting entries that credit the cash clearing account. You run the Cash Clearing Application Engine process (AP_APCSHCLR) from the Cash Clearing Request page.

Related Topics

- Scheduling and Creating Voucher Payments for Online Vouchers
- Creating, Updating, and Reusing Pay Cycles
  Use the Payment Selection Criteria component (PYCYCL_DEFN) to define pay cycles.
- Understanding Pay Cycle Processing
  The Pay Cycle process is a flexible tool. You can review payments after specific processing steps—such as after payment selection and before payment creation—and correct exceptions before proceeding to the next step. Or you can run the Payment Selection and Payment Creation processes together if you do not need to review the payments after selection. If you have a large payment run and only a very small percentage of exceptions, you do not have to delay payment processing—you can continue the current pay cycle, resolve exceptions, and then process the payments in a different pay cycle run.
- Understanding the Voucher Posting and Payment Posting Processes
  The Voucher Posting process creates accounting entries from vouchers. The system uses the accounting entry template and inheritance rules that you set up on the Accounting Entry Template and ChartField Inheritance pages to identify the offset accounts needed to create accounting entries. The entries include the expense distributions entered into the system, as well as additional entries for the payables offset, value-added tax (VAT) expense, nonprorated, nonmerchandise expenses, and closure expenses. These accounting entries are then available for generating general ledger journals, using the Journal Generator Application Engine process (FS_JGEN). Vouchers must be entered, approved, and posted before you can send voucher information to the general ledger.

Creating a Pay Cycle

Use the Pay Cycle Step Definition (PYCYCL_STEP_DFN) and the Pay Cycle Step Table (PYCYCL_STEP_TBL) components to set up your pay cycle:

Pages Used to Create a Pay Cycle

Page Name	Definition Name	Usage
Pay Cycle Step Definition Page	PYCYCL_STEP_DFN	Update or add process steps to a pay cycle.

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Page Name	Definition Name	Usage
Pay Cycle Step Table Page	PYCYCL_STEP_TBL	Define step groups. A step group contains all the possible steps that might be run during Pay Cycle processing. Each step is associated with a pay cycle status that indicates the order in which the steps are run.

Understanding Pay Cycle Configuration

You can create your Pay Cycle processing by:

- Dividing the Pay Cycle process into functions, or steps, such as processing, approval, and exception processing, which can be administered separately.

  The manner in which you arrange the steps determines which process is available for processing at any given time during the Pay Cycle process.
- Adding user-defined steps to the Pay Cycle process.

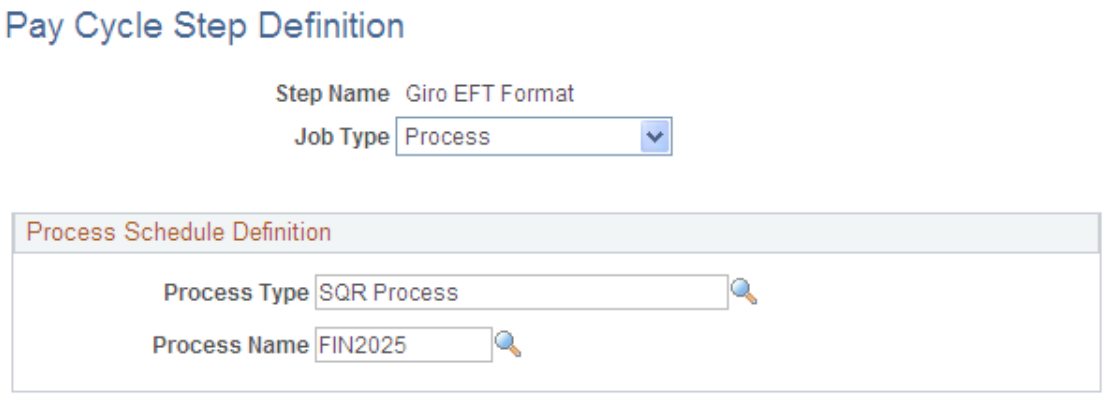
Pay Cycle Step Definition Page

Use the Pay Cycle Step Definition page (PYCYCL_STEP_DFN) to update or add process steps to a pay cycle.

Navigation:

Accounts Payable, and then **Payments**, and then **Pay Cycle Definition**, and then **Pay Cycle Steps**, and then **Pay Cycle Step Definition**

This example illustrates the fields and controls on the Pay Cycle Step Definition page. You can find definitions for the fields and controls later on this page.



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Field or Control	Description
Step Name	Describes what the process performs during this stage of the pay cycle. For example, the Payment Selection and Creation step runs both the Payment Selection and Payment Creation processes. When a process is eligible or required to run, the step name appears in the Pay Cycle Manager. Associate step names with pay cycle status on the Pay Cycle Step Table page to define the order in which each process runs.
Job Type	Select from the following options: *Info* (information): Defines the step as an informational type of process that links the Pay Cycle Manager to other pay cycle components for additional processing. For example, Payment Reference Confirmation is a required pay-cycle step, but not an actual Process Scheduler-defined process, that links the Pay Cycle Manager to the Payment Reference Confirmation component. *Process:* Defines the step as a Process Scheduler-defined process.

Process Schedule Definition

Field or Control	Description
Process Type	Enter the type of process. The delivered pay cycle steps use PeopleSoft Application Engine and Structured Query Reports (SQR) processes. You must define this information in the Process Scheduler Manager tables before creating a pay cycle step process.
Process Name	Enter a description of the process type. You must define this information in the Process Scheduler tables before creating a pay cycle step process.

Pay Cycle Step Table Page

Use the Pay Cycle Step Table page (PYCYCL_STEP_TBL) to define step groups.

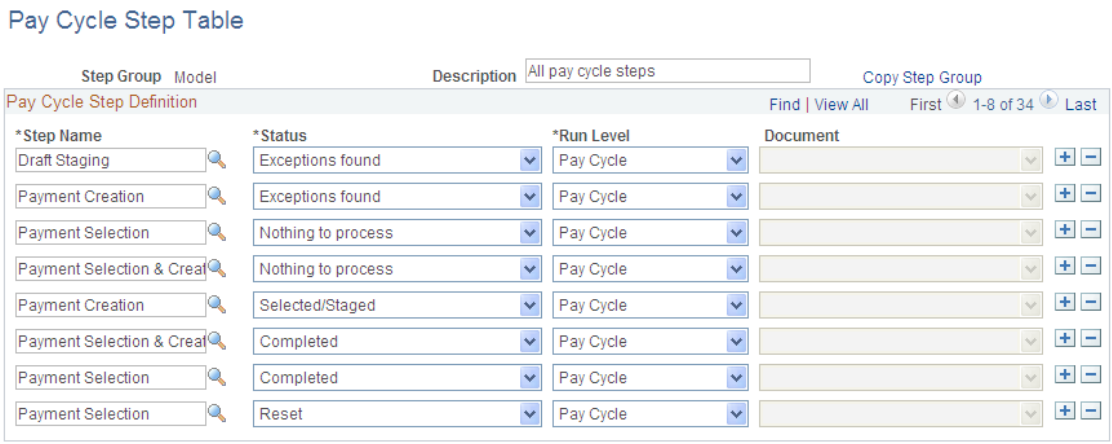
A step group contains all the possible steps that might be run during Pay Cycle processing. Each step is associated with a pay cycle status that indicates the order in which the steps are run.

Navigation:

Accounts Payable, and then **Payments**, and then **Pay Cycle Definition**, and then **Pay Cycle Step Table**

This example illustrates the fields and controls on the Pay Cycle Step Table page. You can find definitions for the fields and controls later on this page.

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A step group contains all the possible steps that might occur during processing. Each step is associated with a pay cycle status that indicates the order in which the steps are run.

Field or Control	Description
Copy Step Group	Click to copy another step group. Copying step groups deletes the current step group and replaces all existing steps.
Step Name	Enter the step name defined on the Pay Cycle Step Definition page.
Status	Represents each possible state of the pay cycle. The statuses are provided with the system. A typical check-only pay cycle follows this sequence of statuses: *Completed, New, Selected, Created, Confirmed, Completed.*

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Field or Control	Description
Run Level	Determines whether the job affects the entire pay cycle or just an output process (specific bank, account, and payment method combination). For instance, Payment Creation affects the entire pay cycle, but Print Checks affects only one bank, account, and payment method combination at a time. These are the available options: *Pay Cycle:* Processes all transactions associated with the pay cycle, depending on the date selection criteria, payment source, business unit, bank account, and payment method. The Pay Cycle Manager processes the pay cycle-level processes until the payments are created and approved. Then the user can choose the output processes to create all files and documents for the pay cycle. If you select the pay cycle run level, the **Document** field does not apply and is unavailable. *Bank:* Processes the created payments for a specific bank account only. This process creates negotiable documents and payment files for bank processing. **Note:** Customization: Any changes made to the above field values account to customization. You may customize the Pay Cycle Step Table by copying a step group to a new one, changing the step name, status, or run level.
Document	This option is applicable only for step names defined with a run level of *Bank*. This option identifies specifically what payment method and document type combination is processed. Available options are a combination of all the document types for all payment methods defined in the system, such as *Check*, *EFT Advice* (electronic funds transfer advice), *Draft*, *ACH* (automated clearing house), and *Letter of Credit advices*.

Related Topics

- Pay Cycle Statuses
  The Pay Cycle Manager is the place to go any time during this process of creating payments. It tells you exactly where your payments are in the payment process and keeps you informed of the current status of a pay cycle.

Adding User-Defined Pay Cycle Steps

Pay Cycle Manager enables you to insert custom processes into the Pay Cycle process using the Pay Cycle Step Definition and Pay Cycle Step Table pages. Consider the following questions before configuring the process:

- When does the process need to run?
- Is the process required or optional?

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- Is the process applicable to a reusable pay cycle or only specific pay cycle processing instances?

Identify the pay cycle status at which your custom job is eligible to execute. The Pay Cycle process requires that the pay cycle status be set to specific values when processing specific steps. Because of this requirement, adding a new status—for example, between the Payment Selection and Payment Creation steps—requires that you modify the Application Engine program.

> **Important**
>
> If you add a custom process that is run at a pay cycle level, Oracle *strongly* recommends that you create a link or button on the Pay Cycle Manager page. A link can transfer you to a custom run control record, or you can create PeopleCode that enables the button to initiate the process. Use the PYCYCL_WORK.TRIAL_REGISTER_PB field as an example. Also, you should perform comprehensive testing to ensure that no data or processes are compromised.

Adding a custom process at the bank account level is a bit more involved, because the Pay Cycle Manager component is doing most of the status progression for the overall pay cycle. Processes are directly linked to a specific button in the Pay Cycle Manager component. Therefore, you can associate only one process with a bank account and payment method combination for each bank status. Because of the way that the processes are associated with a particular pay cycle status, the simplest way to create a new process in the payment cycle is to create a new status and associate your custom process with the new status.

To add a new status to the Pay Cycle process, review and modify the PeopleCode behind the Pay Cycle Manager component. You should consider the new status in relation to the overall progression of the pay cycle status.

To create a new pay cycle status:

1. Analyze your existing implementation and determine all affected PeopleCode and PeopleCode objects.
2. Modify all affected PeopleCode and PeopleCode objects.
3. Create a new translate value for the field PAY_RUN_AP_STATUS.
4. Create a new pay cycle step definition.
5. Add the new pay cycle step to a pay cycle step group.
6. Associate the step with a particular bank account status, payment method, and document type.
7. Review the Pay Cycle Manager page PeopleCode to determine whether modifications are required to advance the pay cycle bank account statuses in accordance with your new pay cycle status.
8. Perform comprehensive testing of the new pay cycle status working within the pay cycle process to ensure processing validity.

> **Important**
>
> These sorts of modifications should be made only by PeopleTools experts who are proficient in PeopleCode.

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Related Topics

- Pay Cycle Statuses
  The Pay Cycle Manager is the place to go any time during this process of creating payments. It tells you exactly where your payments are in the payment process and keeps you informed of the current status of a pay cycle.

Defining Bank Replacement Rules

Use the Bank Replacement Rules component (BANK_RPL_RULE_DEFN) to define bank replacement rules.

This section provides an overview of bank replacement processing, lists prerequisites, and discusses how to define bank replacement rules.

Page Used to Define Bank Replacement Rules

Page Name	Definition Name	Usage
Bank Replacement Rule Page	BANK_RPL_RULE_DEFN	Define bank replacement rules.

Understanding Bank Replacement Processing

PeopleSoft Payables enables you to use alternate bank accounts to replace the original bank accounts defined for a pay cycle according to bank replacement rules that you define on the Bank Replacement Rules page and select for a pay cycle on the Payment Selection Criteria - Preferences page.

> **Note**
>
> If financial sanctions are enabled at the bank level, you could replace a bank that does not require financial sanctions validation with one that does require validation. Because bank replacement occurs after the Payment Selection process, the system could select payments for suppliers that were not validated, even though the replacement bank does require financial sanctions validation. If you are using bank replacement processing, and you enable financial sanctions at the bank level, you should run the Financial Sanctions Validation Application Engine process (AP_SDN_VAL) prior to running the Pay Cycle process.

The replacement options that can make up a bank replacement rule are of five different types:

1. *Replace All Payments:* Replace the original bank accounts for all payments in a pay cycle with one alternate bank account.

   This option also allows all payments to be reassigned to an alternate currency and payment method.

2. *Replace Bank with Another Bank:* Replace a particular original bank account or payment method with an alternate bank account or payment method.

3. *Replace by Currency:* Assign an alternate bank account, payment method, and currency to all payments scheduled to be made with a particular original currency.

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4. *Replace by Individual Payment Limit:* Assign an alternate bank account to any individual payment that exceeds a monetary amount limit that is predefined for the original bank account.
5. *Replace by Bank Maximum Limit:* Assign an alternate bank account to any payments that remain after the monetary total of accumulated payments from a single bank account exceeds a defined monetary limit for that bank account. Note that the Pay Cycle process processes payments in order of amount, with the highest amount payments processed first.

   For example, assume that you have ten payments in a pay cycle that are scheduled to be drawn from bank account A, as illustrated in the following table:

No.	Payment Amount	Bank Account
1	30,000.00 EUR	A
2	20,000.00 EUR	A
3	20,000.00 EUR	A
4	20,000.00 EUR	A
5	20,000.00 EUR	A
6	20,000.00 EUR	A
7	20,000.00 EUR	A
8	20,000.00 EUR	A
9	20,000.00 EUR	A
10	20,000.00 EUR	A

Assume further that you have defined a limit for bank account A of 100,000.00 EUR. You define a bank replacement rule dictating that when the accumulated payments in a single pay cycle exceed that amount, then all remaining payments scheduled to be paid out of that account will now be paid by bank account B. Because the fifth payment would bring the payment total to 110,000.00 EUR—over that 100,000.00 EUR limit—only the first four payments will be paid out of bank account A and the remaining six will be paid out of bank account B, as illustrated in this table:

No.	Payment Amount	Bank Account
1	30,000.00 EUR	A
2	20,000.00 EUR	A
3	20,000.00 EUR	A
4	20,000.00 EUR	A
5	20,000.00 EUR	B
6	20,000.00 EUR	B
7	20,000.00 EUR	B
8	20,000.00 EUR	B
9	20,000.00 EUR	B
10	20,000.00 EUR	B

You can indicate more than one alternate bank account to replace a bank account that reaches its maximum payment total for a pay cycle. You establish a priority for each alternate bank, such that when the first-priority replacement bank reaches its maximum

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payment total, the Pay Cycle process turns to the second priority replacement bank to pay the remaining payments, and so forth until all the payments have been made.

For example, assume that bank account B in the preceding scenario was the first priority replacement bank and had a maximum payment total of 80,000.00 EUR, and you also included a second priority replacement bank account C in your rule, with a maximum of 100,000.00 EUR. Your first four payments, totalling 90,000.00 EUR, would be made from the original bank, with its 100,000.00 EUR maximum, and the next four payments, totalling 80,000.00 EUR, would be made from bank account B, for which the maximum would then be reached exactly. The remaining two payments, totalling 40,000.00 EUR, would be paid from bank account C, as shown in this table:

No.	Payment Amount	Bank Account
1	30,000.00 EUR	A
2	20,000.00 EUR	A
3	20,000.00 EUR	A
4	20,000.00 EUR	A
5	20,000.00 EUR	B
6	20,000.00 EUR	B
7	20,000.00 EUR	B
8	20,000.00 EUR	B
9	20,000.00 EUR	C
10	20,000.00 EUR	C

The fact that the Pay Cycle processes highest-amount payments first means that it sometimes uses a lower priority replacement bank account before it uses a first priority replacement bank account—or even before it uses the original bank account. For example, if the preceding scenario is changed to add a payment in the amount of 10,000.00 EUR, then that eleventh payment would be processed last because it is least, but would be paid out of bank account B—the first priority replacement bank account—because bank account B still has 10,000.00 EUR available before it reaches its maximum.

> **Note**
>
> The maximum amount defined for a bank account decreases with each pay cycle run that creates payments from that bank account, but you can adjust the maximum amount definition for a bank account at any time.

> **Note**
>
> The Pay Cycle process does not split a payment among multiple banks when performing bank replacement.

Processing Order When a Bank Replacement Rule Includes Multiple Bank Replacement Options

You can define a bank replacement rule that combines more than one of these five bank replacement option types, subject to the following conditions.

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1. If you select *Replace All Payments* to replace the original bank accounts for all payments in a pay cycle with one alternate bank account, you cannot select any of the other four bank replacement option types.

   This replacement occurs during the Payment Selection subprocess.

2. The other four—options 2 through 5 in the preceding list—are processed in order (2 through 5).

   This processing occurs during the Payment Creation subprocess.

Here's an example of processing if your bank replacement rule has definitions for options 2 through 5. Assume that you have the following bank replacement rule (the example is an unlikely one in actual practice, but it is designed to demonstrate the point simply):

Option type	Condition
Replace bank with another bank.	Replace bank account A with bank account B.
Replace by currency.	Assign payments in Swedish kronor (SEK) to bank account C.
Replace by individual payment limit.	Assign any payment in bank account C over 10,000.00 SEK to bank account D. Assign any payment in bank account B over 5,000.00 EUR to bank account E.
Replace by bank maximum limit.	Assign any payment that causes bank account D to go over a 100,000.00 SEK threshold for the pay cycle to bank account F.

Now assume that you have two vouchers with the following payment amount and bank account information:

1. 7,000.00 EUR, Bank account A.
2. 11,000.00 SEK, Bank account A.

The first voucher would be paid out of bank account E, because the replacement processing would happen in the following order:

1. Replace by bank account: bank account A replaced by bank account B.
2. Replace by currency: no action.
3. Replace by individual payment limit: 7,000.00 EUR is over the individual payment limit for bank account B, so bank account B is replaced by bank account E.

The second voucher would be paid out of bank account D, because the replacement processing would happen in the following order:

1. Replace by bank account: bank account A replaced by bank account B.
2. Replace by currency: because the payment is in SEK, bank account B is replaced by bank account C.
3. Replace by individual payment limit: 10,000.00 SEK is over the individual payment limit for bank account C, so bank account C is replaced by bank account D.

Now, if voucher 2 were one of ten vouchers in SEK in the pay cycle that together totalled over 100,000 SEK, and if it were processed by the pay cycle after the 100,000.00 SEK threshold was reached, then it would be paid out of bank account F.

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Payment Method Replacement Considerations

When you replace the bank for all payments, replace a bank with another bank, or replace the bank for payments with a particular currency, you can specify the payment method for the payments drawn on the replacement bank account. If the original *and* replacement payment methods are one of the following, then Pay Cycle applies the replacement payment method to the payments:

- System check.
- Electronic funds transfer (EFT).
- Giro electronic funds transfer (Giro EFT).
- Automated Clearing House (ACH).
- Wire.

Scheduled payments with a payment method other than these four will *not* be assigned a replacement payment method, but will keep the original payment method, regardless of the replacement payment method indicated in the bank replacement rule. For example, if the payment method for a voucher is Draft-Customer EFT and the bank rule specifies a replacement payment method of EFT, the pay cycle still generates a Draft-Customer EFT payment for that voucher, even if the bank account is slated for replacement. If the replacement bank does not support the original payment method in these cases, then the payment generates a bank replacement exception.

If the replacement payment method is EFT, ACH, or Giro EFT and the original payment method on a voucher is System Check, then the Payment Selection subprocess validates that a remit-to bank account exists and routing information is set up for the remit to supplier for the voucher. If not, the payment generates a bank replacement exception.

> **Note**
>
> The Pay Cycle process does not recalculate payment dates when payment methods are replaced. The original scheduled payment date remains the payment date, regardless of any new payment method.

Currency Considerations

If the default currency for an original bank account is different from that of the replacement bank account, then the Pay Cycle process converts the original currency into the replacement bank account's default currency when it is comparing payment amounts to bank account maximum amounts. The exchange rate is based on the payment date.

If a replacement bank does not have a valid payment currency, the Pay Cycle process drops the payment and generates a bank replacement exception.

Bank Replacement Exceptions

Any voucher payments that fail bank replacement processing during pay cycle processing are logged on the Bank Replacement Exceptions page. These vouchers return to their original state, with their original bank account, payment methods, and payment currency intact, waiting to be run in the next pay cycle.

When processing pay cycles through the PeopleSoft Financial Gateway functionality, the system verifies that a payment's layout code is valid for the replacement bank. If the layout

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code is not valid, the system logs a bank replacement exception. You can resolve or avoid exceptions in the following way:

- To resolve these exception types, add the appropriate layout code to the replacement bank external account definition (on the External Accounts – Payment Methods page). Then rerun the Pay Cycle process.
- To avoid these exception types, confirm that the origin bank and the replacement bank are defined with the appropriate layouts before processing pay cycles.

Related Topics

- Pay Cycle Exceptions
  The Pay Cycle Manager page notifies you of any exceptions that might occur during processing and transfers you to the appropriate page so that you can decide how best to handle these conditions. These exceptions pages include:
- Viewing Bank Replacement Exceptions
  Use the Bank Replacement Exceptions - Schedule Exceptions page (PYCYCL_BANK_EXPTN) to review bank replacement exceptions created during the Payment Selection process.

Prerequisites

To use the **Replace by Individual Payment Limit** and **Replace by Bank Maximum Limit** options, you must define individual payment limits and bank account maximums in the **PayCycle Amount Limits** group box on the External Accounts - Account Information page when you set up bank accounts.

Related Topics

- PeopleSoft Banks Setup and Processing: External Accounts - Account Information Page

Bank Replacement Rule Page

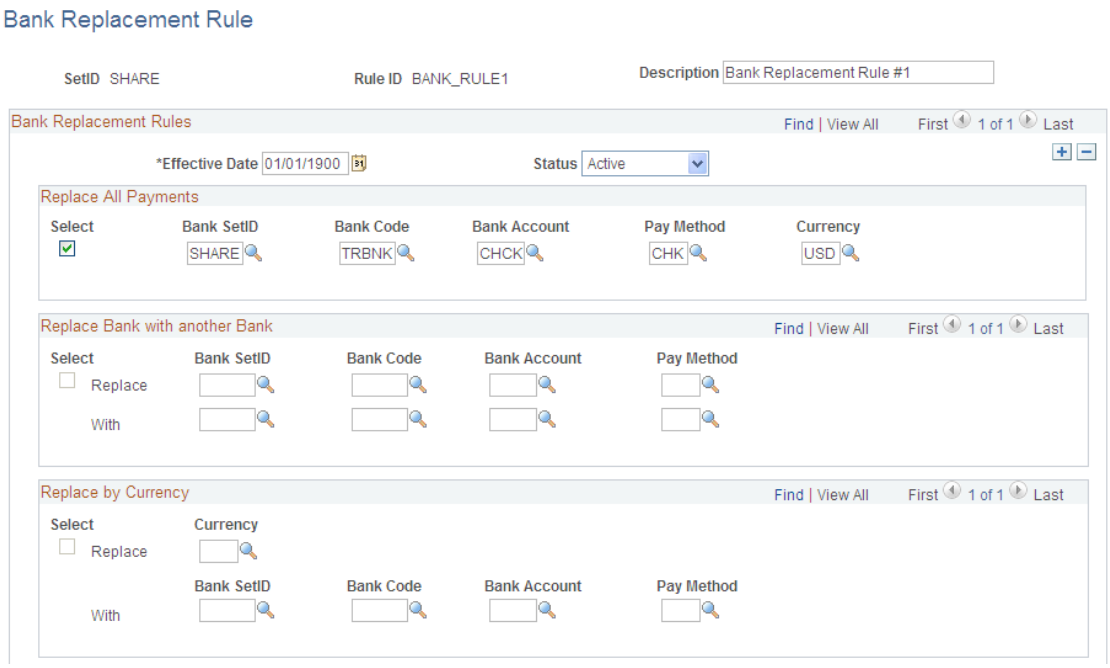
Use the Bank Replacement Rule page (BANK_RPL_RULE_DEFN) to define bank replacement rules.

Navigation:

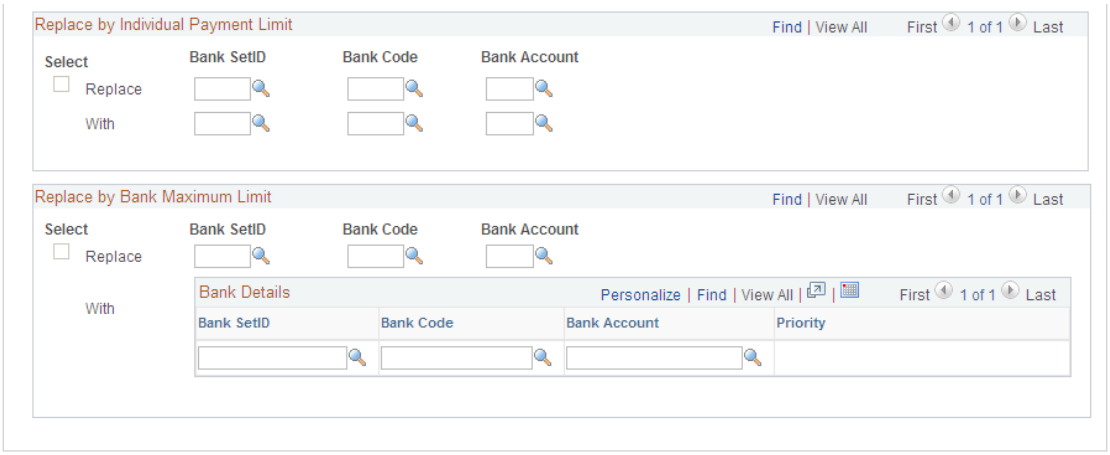
Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Payments**, and then **Define Bank Replacement Rules**, and then **Bank Replacement Rule**

This example illustrates the fields and controls on the Bank Replacement Rule page (1 of 2). You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the Bank Replacement Rule page (2 of 2). You can find definitions for the fields and controls later on this page.



Use the **Select** check box to select the bank replacement options that you want to include in the bank replacement rule.

Replace All Payments

Field or Control	Description
Bank SetID, Bank Code, and **Bank Account**	Enter the identifying information for the bank account from which you want to pay all payments in the pay cycle. This bank account will replace all original bank accounts for the payments selected to run in the pay cycle.

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Field or Control	Description
Pay Method	(Optional) Select a replacement payment method. Available payment methods include: • System Check • EFT • ACH • Giro-EFT • Wire This payment method will replace the original payment method on all payments selected for the pay cycle, as long as the original payment method is System Check, EFT, ACH, or Giro-EFT. Payments with any other original payment method specified will still be paid in that original payment method. If you do not specify a payment method, the payments will be made using the payment method specified on the voucher. **Note:** If the payment will be made using the original payment method, and that payment method is not available for the replacement bank, the system will generate a bank replacement exception and the payment will be dropped from the pay cycle. See Bank / Method Page.
Currency	(Optional) Specify a replacement currency. This currency will replace the original currencies specified on all payments selected for the pay cycle. The currency conversion uses the payment date to determine the exchange rate. If you do not specify a currency, the payments will be made in the currency specified on the voucher. **Note:** If you do not specify a replacement currency and the currency on the voucher is not valid for the replacement bank, the system will generate a bank replacement exception and the payment will be dropped from the pay cycle.

> **Note**
>
> You cannot select any other replacement options when you select Replace All Payments.

Replace Bank with Another Bank

Select to have all payments from a specified bank account (and optionally, payment method) paid from a replacement bank account (and optionally, payment method).

In the **Replace** row, enter the identifying information for the original bank account that you want to replace. Do the same in the **With** row for the replacement bank account.

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The bank SetID, bank code, and bank account are required, but the payment method is optional. If you opt to replace the payment method, the same conditions apply as when you specify a replacement payment method for the Replace All Payments option.

> **Note**
>
> The replacement bank account must support the currencies supported by the original bank account. If the original currency on a voucher is not valid for the replacement bank, the system generates a bank replacement exception and the payment is dropped from the pay cycle.

Replace by Currency

Select to have all payments in a specified currency paid from a replacement bank account.

Enter the currency and the identifying information for the replacement bank account. Payment method is optional, and if you opt to replace the payment method, the same conditions apply as when you specify a replacement payment method for the Replace All Payments option.

> **Note**
>
> The currency must be valid for the replacement bank account.

Replace by Individual Payment Limit

Select to assign an alternate bank account to any individual payment that exceeds a monetary amount limit that is predefined for the original bank account.

Enter the identifying information for the original bank account in the **Replace** row, and enter the identifying information for the replacement bank account in the **With** row.

> **Note**
>
> You set up the maximum amount for an individual payment from a bank account on the External Accounts - Account Information page.

Replace by Bank Maximum Limit

Select to assign an alternate bank account to any payments that remain after the monetary total of accumulated payments from a single bank account exceeds a defined monetary limit for that bank account.

Enter the identifying information for the original bank account in the **Replace** row, and enter the identifying information for the replacement bank accounts in the **With** grid. You can enter multiple replacement bank accounts for each original bank account that you specify. The Pay Cycle process assigns payments to each replacement bank account in the order that you add them to the grid, moving on to the next replacement bank account when an earlier bank account in the order has reached its maximum payment limit.

When you save or refresh the page, the **Priority** field is populated with a number indicating the processing order. The first row has priority 1, the second has priority 2, and so forth.

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Related Topics

- Understanding Bank Replacement Processing
  PeopleSoft Payables enables you to use alternate bank accounts to replace the original bank accounts defined for a pay cycle according to bank replacement rules that you define on the Bank Replacement Rules page and select for a pay cycle on the Payment Selection Criteria - Preferences page.
- PeopleSoft Banks Setup and Processing: External Accounts - Account Information Page

Creating, Updating, and Reusing Pay Cycles

Use the Payment Selection Criteria component (PYCYCL_DEFN) to define pay cycles.

This section provides an overview of pay cycle definition and lists prerequisites.

Pages Used to Create, Update, and Reuse Pay Cycles

Page Name	Definition Name	Usage
Payment Selection Criteria - Dates Page	PYCYCL_DEFN_DT	Define pay cycle dates.
Payment Selection Criteria - Preferences Page	PYCYCL_DEFN_OPT	Set pay cycle general options.
Source / BU Page	PYCYCL_DEFN_SRC	Define the pay cycle by source transaction and business unit.
Bank / Method Page	PYCYCL_DEFN_BNK	Specify bank information and payment methods.
Pay Group / Netting Page	PYCYCL_DEFN_PYGRP	Specify pay groups to include in the pay cycle and netting reference codes to use in performing payables/ receivables netting. Specifying pay groups restricts the selection of payments to the pay group specified. The fields on this page are available for entry only if you select Use Supplier Pay Groups or specify a netting option of *S* on the Preferences page.
Draft Options Page	PYCYCL_DFT_OPT	Set Draft rounding and optimization options.

Understanding Pay Cycle Definition

This section provides an overview of pay cycle creation and discusses:

- Other payment options.
- Payment forecasting.
- Netting.
- Lost discount alert dates.

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Pay Cycle Creation

In PeopleSoft Payables, a pay cycle is a set of payment selection criteria that you use to pay groups of vouchers that share certain characteristics. You can run the Pay Cycle process repeatedly, using the same pay cycle criteria to select payments, by updating the date information. Think of a pay cycle as a payment selection criteria template.

For example, you might want to create two types of pay cycles: one for regular suppliers, the other for employees set up as suppliers. Or you might want to create checks for each of your business units separately. In this case, you could set up a separate pay cycle for each business unit. PeopleSoft Payables creates payments only for the business unit or units specified in the pay cycle. You can also select payments based on bank information, supplier pay groups, or payment method.

Your pay cycle definition controls the scheduled payments that are eligible for payment in each cycle. Each individual voucher scheduled for payment within the cycle contains information that ultimately determines its selection. To create or update a pay cycle, you use the Payment Selection Criteria component. Each page of the Payment Selection Criteria component defines different aspects of the payment selection cycle.

Other Payment Options

After you have gone through the payment processing routine a few times, you will find that it runs easily. However, occasionally you might have payments that need to be paid outside of the regular payment processing routine. You can use the manual Payment Creation process or express payments to create manual payments, or you can create record-only payments on the Voucher - Payments page.

Payment Forecasting

To see the expected cash requirements for upcoming payment cycles, go to the Forecast by Bank Account page. You can also see the different time intervals for payments on the Forecast Cycle page. You can run the Payment Forecast report (APY2040), which enables you to see your cash requirements by business unit, supplier, bank, or payment method.

See Forecasting Payments.

Netting

When you create a pay cycle, you can specify to use the netting process to offset accounts receivable and accounts payable transactions for a customer who is also a supplier. Netting decreases the number of transactions between you and your customer or supplier and, by reducing banking fees, saves you business costs. The Netting Bank is a virtual bank account, meaning that no funds are actually paid into or out of the netting account. It is debited and credited by the netted amount of the accounts payable and accounts receivable transactions.

For example, suppose that you are both a customer and supplier to company A and that you set up a contractual netting relationship. You agree on certain intervals to conduct netting and zero out your respective accounts. At netting closing time, you might have the following transactions:

Accounts Payable Transactions (in USD)	Accounts Receivable Transactions (in USD)
100.00	150.00
200.00	50.00
Total: 300.00	Total: 200.00
<200.00>	None

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Accounts Payable Transactions (in USD)	Accounts Receivable Transactions (in USD)
Net: 100.00	None

Instead of performing three accounts payable transactions and two accounts receivable transactions after the netting closing process, you pay a single outstanding payment of 100.00 USD to balance your account. In this example, the books for both you and company A mirror each other.

Netting closing can be run manually from the Manual Select Netting component (NET_MANUAL_SELECT), or it can be run automatically during Pay Cycle. You specify the automatic netting parameters in the Automatic Netting Selection component (NET_AUTO_SELECTION).

Enter the netting reference ID to specify which supplier accounts to run the netting process on. The system creates the netting reference ID when you define your PeopleSoft Payables netting relationship with your supplier. The netting reference ID is a unique identifier that contains information such as the netting date, status, bank, and settlement information.

The Netting Closing Application Engine processes (TR_NET_CLOSE and TR_NET_ARCLS), which are launched by the Pay Cycle process, base the settlement on information contained in the netting contract, maintained in PeopleSoft Cash Management. All balanced payments go through the normal Payment Selection process and are consolidated as a single payment. The netting payment currency and rate are automatically set to match the transaction currency and rate type.

Important

You must have PeopleSoft Cash Management and Receivables installed to use the netting functionality. However, if your organization is *not* using the PeopleSoft Payables netting functionality, you generally do not need PeopleSoft Cash Management installed on your system. Confirm that your implementation does not need PeopleSoft Cash Management installed, and then disable it on the Installed Products page. Disabling products that you do not have installed on the system improves performance.

Note

You can exclude certain vouchers from netting by setting up netting exclusion rules on the Netting Exclusion Parameters page in PeopleSoft Cash Management. The parameters that can determine exclusion include supplier ID, supplier location, supplier classification, and ChartField value.

Lost Discount Alert Dates

When you create a pay cycle, you can use the **Include Lost Discounts** option on the Payment Selection Criteria - Preferences page to elect to include in the current pay cycle any payments that would potentially lose discounts if paid in the next pay cycle. If you do not select the Include **Lost Discounts** option, the system alerts you to lost discounts using the Lost Discount Alert page when you run the pay cycle, after you run Payment Selection. You can use the Lost Discount Alert page only if you run Payment Selection and Payment Creation separately. Using the Lost Discount Alert page, you can manually include payments with potential lost discounts

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in the pay cycle before you run Payment Creation. Selecting the Include Lost Discounts option, however, is the only way to include payments with potential lost discounts in a pay cycle if you run Payment Selection and Payment Creation together.

The system calculates whether a discount was potentially lost by comparing the discount terms on the voucher to the next pay through date (the last scheduled payment date that will be included in the next pay cycle) and next payment date (the actual payment date that will be recorded for the payments made in the next pay cycle) that you enter on the Payment Selection Criteria - Dates page. If the following criteria are met for a voucher, then the system includes the payment in the current pay cycle (if you selected the **Include Lost Discounts** check box) or lists it on the Lost Discount Alerts page (if you didn't select **Include Lost Discounts** and you run Payment Selection separately from Payment Creation):

- The payment due date on a voucher is greater than the pay through date for the current pay cycle, and indicates that it should be included in a later pay cycle.
- The discount terms on the voucher are such that the discount due date is earlier than the next payment date, and thus a payment made in the next pay cycle would cause a lost discount.
- The potential lost discount outweighs the potential interest earned on the payment amount if the payment is paid on the due date rather than the discount due date.

  You set up discount evaluation criteria, including interest percentage, when you set up bank accounts.

If you lose discounts by not selecting **Include Lost Discounts** and not manually including payments with potential lost discounts in the pay cycle after running Payment Selection separately, the lost discounts are reported on the Discounts Denied page.

> **Note**
>
> Rebate terms on a voucher are evaluated in the same way as discount terms. However, vouchers that would lose rebates if they aren't paid in the current pay cycle (and pass the interest amount versus rebate amount evaluation) are always automatically taken during Pay Cycle processing, irrespective of whether you select **Include Lost Discounts.** Rebates are not tracked and don't appear on the Lost Discount Alert page.

The following example illustrates how the system handles potential lost discounts:

Suppose that a voucher has a discount due date of March 21. The pay cycle has a pay through date of March 15 and a pay date of March 18. The following pay cycle has a pay through date of March 31 with a pay date of April 15.

- If you selected the **Include Lost Discount** option, the system automatically includes the item for payment in the current pay cycle.
- If you deselected the **Include Lost Discount** option, the system alerts you on the Lost Discount Alerts page that you have a potential lost discount.

Related Topics

- Understanding Pay Cycle Alerts
  This section discusses:

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Prerequisites

Before you can create pay cycles using the Payment Selection Criteria component, you must:

- Set up banks and bank accounts.
- (Optional) Define bank replacement rules.
- (Optional) Set up supplier pay groups.
- (Optional) Set up netting reference codes and exclusion parameters.
- (Optional) Tailor your pay cycle definition.

Before you use a pay cycle, you must complete all PeopleSoft Payables setup and create vouchers with scheduled payments or define payment sources for the PeopleSoft Payables payment interface.

Related Topics

- Defining Bank Replacement Rules
  Use the Bank Replacement Rules component (BANK_RPL_RULE_DEFN) to define bank replacement rules.
- Creating a Pay Cycle
  Use the Pay Cycle Step Definition (PYCYCL_STEP_DFN) and the Pay Cycle Step Table (PYCYCL_STEP_TBL) components to set up your pay cycle:

Payment Selection Criteria - Dates Page

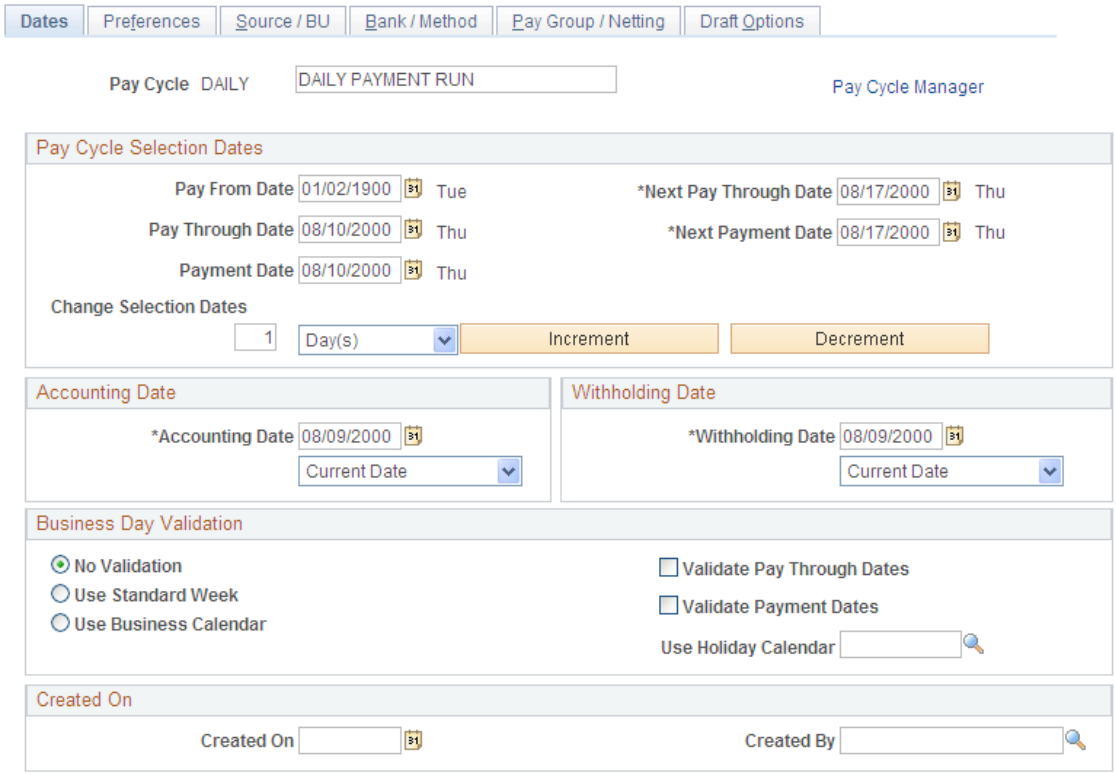
Use the Payment Selection Criteria - Dates page (PYCYCL_DEFN_DT) to define pay cycle dates.

Navigation:

Accounts Payable, and then **Payments**, and then **Pay Cycle Processing**, and then **Payment Selection Criteria**, and then **Dates**

This example illustrates the fields and controls on the Payment Selection Criteria - Dates page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Pay Cycle	Enter a description for the pay cycle.
Go To Pay Cycle Manager	Click to save the pay cycle and open the Pay Cycle Manager, where you initiate and control processing for the pay cycle.

Pay Cycle Selection Dates

Field or Control	Description
Pay From Date	Enter the beginning date of the pay cycle. The system compares this date to the scheduled pay date for the voucher payment schedule. If the scheduled pay date is equal to or greater than the pay from date, the voucher payment schedule can be paid in the current pay cycle if the schedule meets the other payment selection criteria.
Pay Through Date	Enter the ending date of the pay cycle. The system compares this date to the scheduled pay date for the voucher payment schedule. If the scheduled pay date is on or before the pay through date, the voucher payment schedule can be paid in the current pay cycle if the schedule meets the other payment selection criteria.

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Field or Control	Description
Payment Date	Enter the payment date. The system tags all payments created in the pay cycle with this date and prints it on checks or shows it on other payment methods. It can differ from the pay through date. The scheduled pay date has to be between the pay from date and the pay through date so that it is included in the pay cycle.
Next Pay Through Date	Enter the estimated end date for the next pay cycle payment period. This estimate is used to help determine whether discounts will be lost if a payment is made in the next pay cycle.
Next Payment Date	Enter the estimated payment date for the next scheduled pay cycle. This estimate is used to help determine whether discounts will be lost if a payment is made in the next pay cycle. See Understanding Pay Cycle Definition.
Change Selection Dates	Change the specified payment dates by *Day(s), Month(s)* or *Week(s)*. Click **Increment** to advance all dates by that amount, or click **Decrement** to decrease all dates by that amount.

Accounting Date and Withholding Date

Field or Control	Description
Accounting Date	Determines the fiscal year and period to which the payment accounting entries are posted. Three options are available for the date that the system uses as the accounting date for the payments created in the pay cycle: *Current:* The current date. *Payment:* The value in the **Payment Date** field. *Specific:* The specific value that you enter. When you select this option, the date field next to the **Accounting Date** field is activated. Enter the specific date in the date field.

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Field or Control	Description
Withholding Date	Enter the date that determines the reporting period in which a withholding amount is reported for a supplier. Three options are available for the date that the system uses as the withholding date for withholdings associated with payments created in the pay cycle: *Current:* The current date. *Payment:* The value in the **Payment Date** field. *Specific:* The specific value that you enter. When you select this option, the date field next to the **Withholding Date** field is activated. Enter the specific date in the date field. For example, you could be running a pay cycle for December 31 but actually want the withholdings to be reported for the following year. To accomplish this, you would specify January 1 as the **Withholding Date** and the withholdings would be declared the following year. This date is also used on period-based withholdings to determine which period is going to be used to properly calculate withholdings.

Business Day Validation

Business calendars enable you to verify that transaction processing dates are valid working days. The business calendar is used throughout PeopleSoft applications to define nonworking days and holidays.

Select from the following options:

Field or Control	Description
No Validation	Select when no holidays or weekends are considered when determining payment and discount due dates.
Use Standard Week	Select to use business days from Monday through Friday to determine valid payment dates. You can select **Validate Pay Through Dates** and **Validate Payment Dates** if you select this option.
Use Holiday Calendar	Select to use both business days and holidays to determine valid discount and payment dates. If you select this option, you must select an appropriate holiday business calendar from the **Holiday List ID** field. You can select **Validate Pay Through Dates** and **Validate Payment Dates** if you select this option.
Validate Pay Through Dates	Select to validate the pay through date that you enter, ensuring that the date falls on a valid business day.
Validate Payment Dates	Select to validate the payment date that you enter, ensuring that the date falls on a valid business day.

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Related Topics

- Running and Managing Pay Cycles
  This section discusses how to process and manage pay cycles.
- Application Fundamentals: Defining Business Calendars

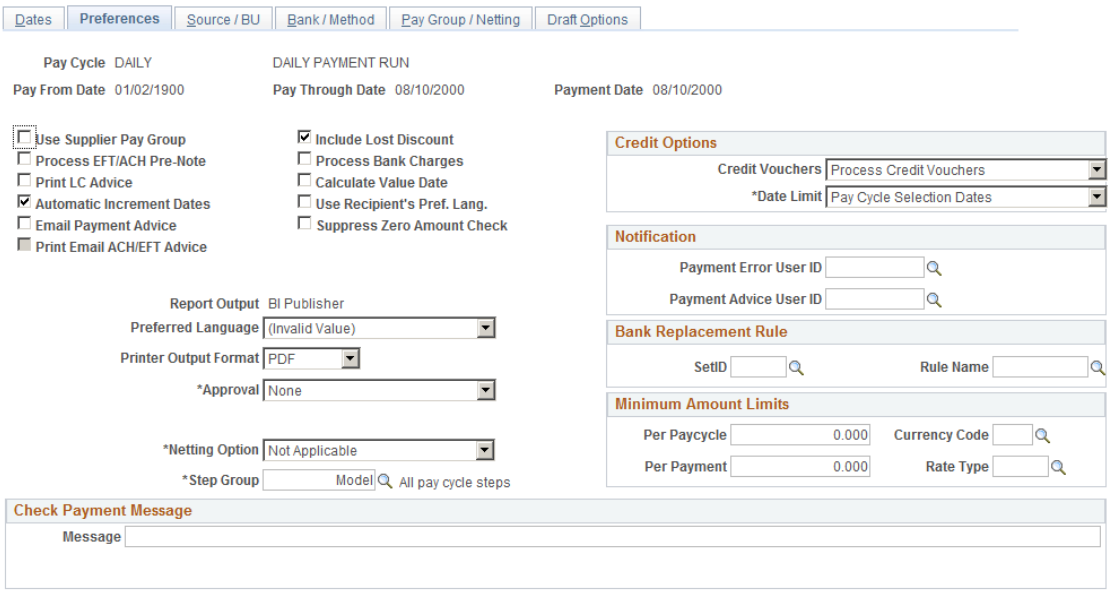
Payment Selection Criteria - Preferences Page

Use the Payment Selection Criteria - Preferences page (PYCYCL_DEFN_OPT) to set pay cycle general options.

Navigation:

Accounts Payable, and then **Payments**, and then **Pay Cycle Processing**, and then **Payment Selection Criteria**, and then **Preferences**

This example illustrates the fields and controls on the Payment Selection Criteria - Preferences page . You can find definitions for the fields and controls later on this page.



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General Options

Field or Control	Description
Use Supplier Pay Group	Select to include supplier pay group information as part of your pay cycle selection criteria. Selecting this check box makes the supplier pay group information available for entry on the Pay Group/Netting page. The fields on the Pay Group/Netting page are not enabled unless you select this check box. Also, if you deselect this check box after specifying supplier pay groups, the system does not select the pay groups, even if you have pay groups defined for the pay cycle. **Note:** The Pay Cycle process uses supplier pay groups as selection criteria only for vouchers that were entered through PeopleSoft Payables. The Pay Cycle process ignores any supplier pay group selection criteria when selecting payments from non-PeopleSoft Payables sources that are integrated through the PeopleSoft Payables Payment Interface, such as PeopleSoft Expenses.
Process EFT/ACH Pre-Note (process electronic funds transfer/automated clearing house prenote)	Select to include any EFT or ACH prenotes in this pay cycle. **Note:** The system generates prenotes only if there is a payment selected in the pay cycle. To avoid generating prenotes for a bank that may not be set up for EFT or ACH and also does not have any EFT or ACH vouchers in that pay cycle, the system creates prenotes for all of the suppliers from the first bank that the pay cycle processes that has an EFT or ACH payment created. If there are no EFT or ACH vouchers in the pay cycle, the prenotes will be created for the first bank that the pay cycle processes. In addition, the system generates a prenote only if the remit location for the supplier is the same as its main supplier location.
Print LC Advice (print letter-of-credit advice)	Select to enable a process that prints advices for letter-of-credit payments.
Automatic Increment Dates	Select to enable a process that automatically advances the **Pay From Date, Pay Through Date, Payment Date, Next Pay Through Date,** and **Next Payment Date** fields on the Dates page. The new dates are validated, based upon the calendar and validation options set on the Dates page. Pay through dates automatically advance, taking into account non-work days (holidays, weekends) when such days immediately follow the calculated pay through date. The next pay cycle run date advances to the next working day. The increment is controlled on the Dates page and may be any number of days, weeks, or months.

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Field or Control	Description
Email Payment Advice	Select to enable the system to send an email payment advice to suppliers that have this option enabled.
Print Email EFT/ACH Advice	Select to enable the system to print advice for ACH/EFT that can be emailed. This option is available only if *Email Payment Advice* option is selected.
Financial Sanctions list edit	Select to validate the suppliers against financial sanctions lists (for example, the Specially Designated Nationals (SDN) list) during the Payment Selection process of the pay cycle. If financial sanctions validation is enabled at the installation level, all remit suppliers selected for this pay cycle are validated. If financial sanctions validation is enabled at the bank level, only selected remit suppliers whose banks are enabled for financial sanctions validation are validated. The system updates the supplier's financial sanctions status on the Supplier Information component (VNDR_ID). If you do not select this option, the system does not validate the suppliers during the Payment Selection process, but uses the existing financial sanctions status to determine whether the supplier is selected for payment. The system does not select payments for a supplier with a financial sanctions status of *Blocked*. The system also does not select payments for a supplier with a financial sanctions status of *Review* unless financial sanctions validation is enabled at the bank level and that supplier's bank does not require financial sanctions validation. If the system validates the suppliers during the Payment Selection process and the supplier's financial sanctions status changes to *Review,* the system creates payment validation errors for this supplier's payments. You can view these payment validation errors on the Pay Cycle Financial Sanction Warnings page. **Note:** Financial sanctions validation is performed only on remit suppliers with a source transaction of *VCHR* (Accounts Payable transactions). See Understanding Financial Sanctions Validation.
(USF) **Workflow Certification**	For U.S. Federal agencies only. Select to enable workflow notification of payment schedules requiring certification. Select *Certifier* as the approval option and enter the user ID of the certifier. See Certifying Federal Payment Schedules.

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Field or Control	Description
Include Lost Discount	Select to process scheduled payments automatically if you will earn a discount for the payment in the current pay cycle but might lose it if the payment is processed in the next pay cycle, as indicated by the next pay through date and the next payment date specified on the Dates page. See Understanding Pay Cycle Definition.
Process Bank Charges	If this option is selected, the system calculates the actual payment amount by deducting the bank transfer charge from the payment amount when the charge is to be paid by the supplier. The operation takes place during the Pay Cycle process and only applies to EFT payments.
Calculate Value Date	Select to enable value dates. You can choose to select a date a few days before or after the actual transfer date to make funds available. The date on which funds are available (either as a deposit or a settlement) is known as the *value date* of a transaction. Banks negotiate the value date to be a specified number of days before or after the business date of a transaction. For payments or settlements, set the value date to a specified number of days *before* the business date. This means that the check must clear the bank prior to settling with the individual beneficiary. For deposits, set the value date to a specified number of days *after* the business date. This is similar to the concept of *float* used in the United States. The decisions that you make about value dates, coupled with holiday options, influence your cash flow. You set up value date calculation for bank accounts on the External Accounts - Payment Methods page. See PeopleSoft Banks Setup and Processing: External Accounts - Payment Methods Page.
Use Recipient's Pref. Lang.	Sends payments in the supplier's preferred language. If it is not selected, the payments are sent in the language selected in the Preferred Language field in this pay cycle.
Suppress Zero Amount Check (use recipient's preferred language)	Select to process zero-amount checks without attaching a payment reference ID (check number). **Note:** The payment will have a payment ID (system identifier) associated with it.
Report Output	Select the format you want to use when printing checks.

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Field or Control	Description
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. 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.
Preferred Language	Select the language to use when printing checks. When printing checks from pay cycle, the system will use the language selected here even if the Use Recipient's Pref. Lang. field is selected.
Approval	Identify whether approvals are necessary and if so, by whom. Values are *Certifier*, *None*, *User* or *AWE*. Selecting *Certifier* or *User* makes the pay cycle remain in unapproved status until the pay cycle is approved on the Pay Cycle Approval page. If you do not select this option, the pay cycle advances to *Approved* status without requiring approval. The *Certifier* option is for U.S. Federal agencies only. **Note:** Payments for pay cycles with *User* as the approval option selected are not eligible for posting until the pay cycle has been approved. Select *AWE* to use the AWE approval workflow. See Approving the Pay Cycle.
(USF) **Certifier**	Designate a user to certify payment schedules. This field appears only if you enable federal payment schedules on the installment options. **Note:** The certifier cannot be the same user as the initiator of the pay cycle. See Certifying Federal Payment Schedules.
Netting Option	Enables you to include the Payables and Receivables Netting Closing processes in this pay cycle. Values are: *N:* Not Applicable. The netting close processes don't run. *A:* Process All Netting IDs. The netting close processes run for all suppliers and customers. *S:* Specify Netting ID. Runs the netting close processes based on the netting ID that you specify on the Pay Group/Netting page. Selecting this option activates the fields in the **Netting Group** group box on the Pay Group/ Netting page.

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Field or Control	Description
Step Group	Select which group of steps to use for this pay cycle. You must define these groups beforehand on the Pay Cycle Step Table page. **Note:** Oracle supplies a standard step group, or you can create your own pay cycle step group.

Credit Options

Define processing options for credit vouchers.

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Field or Control	Description
Credit Vouchers	Select from the following values: • *Do Not Process Credit Vouchers:* Select to prevent the Pay Cycle process from including credit vouchers when creating payments. The system issues payments for outstanding debit vouchers even though you may have a credit balance with a supplier. • *Process Credit Vouchers:* Select to apply credit vouchers automatically during the Pay Cycle process. The system applies the credits by amount from greatest to smallest. If credits exceed debits, the system issues a zero-amount check and, on the check advice, identifies the debit vouchers applied against the credit. The system reschedules any unapplied credit for the next pay cycle. Credit vouchers grouped without any debit vouchers will be flagged as negative payment exceptions. Debit and credit vouchers must have the same: – Transaction currency. – Pay-from bank and account. – Remit-to supplier (must have same location and address). – Payment method. – Payment handling. – Business Unit (only when **Do Not Mix with other Units** is selected in the AP BU definition). • *Process When DRs >= CRs:* Select to apply credit vouchers only if the sum of debit voucher amounts equals or exceeds the sum of credit voucher amounts for the payments selected in the pay cycle. If credits exceed debits, no payment is issued. If credits equal debits, a zero-amount payment is issued. Debit and credit vouchers must match according to the criteria listed for the *Process Credit Vouchers* option. • *Process When DRs Exceed CRs:* Select to apply credit vouchers only if the sum of debit voucher amounts exceeds the sum of credit voucher amounts for the payments selected in the pay cycle. If credits equal or exceed debits, no payment is issued. Debit and credit vouchers must match according to the same criteria listed for the *Process Credit Vouchers* option.
Date Limit	Select from the following values: *No Date Limit:* The system applies all outstanding credit vouchers, regardless of date. *Pay Cycle Selection Dates:* Limits the search for credit vouchers to the pay cycle dates.

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Notification

Field or Control	Description
Payment Error User ID	Enter the user ID that the system uses to route PeopleSoft Financial Gateway payment errors email notification. This field is part of the PeopleSoft Financial Gateway integration functionality. If the PeopleSoft Financial Gateway encounters errors when processing payments, defined users receive an email containing payment error summary information and a link to the Pay Cycle Errors page. **Note:** To select a user ID here, you must first enter a valid email address on the User Preferences - PayCycle page.
Payment Advice User ID	When the user selects the Email Payment Advice option, the current user ID will be entered by default into this field; you can select a different user ID, if necessary.

See Setting Up the PeopleSoft Financial Gateway Integration.

Bank Replacement Rules

Field or Control	Description
SetID	Select a bank replacement SetID for this pay cycle.
Rule Name	Select a bank replacement rule name for this pay cycle. Bank replacement rules identify alternate bank accounts to replace the bank account specified on the voucher. They also identify the criteria that must be met for bank replacement to occur. You define bank replacement rules on the Bank Replacement Rules page. **Note:** If financial sanctions are enabled at the bank level, you could replace a bank that does not require financial sanctions validation with one that does require it. Because bank replacement occurs after the Payment Selection process, the system could select payments for suppliers that were not validated, even though the replacement bank does require financial sanctions validation. If you are using bank replacement processing, and you enable financial sanctions at the bank level, you should run the Financial Sanctions Validation process prior to running the Pay Cycle process.

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Minimum Amount Limits

Field or Control	Description
Per Paycycle	Enter the minimum amount limit per paycycle. This is an optional field. The Pay Cycle will produce payments only when the total of the pay cycle meets or exceeds the Per Pay Cycle amount that is entered.
Per Payment	Enter the minimum amount limit per payment. The minimum per payment amount must be equal or less than the minimum per paycycle amount. Individual payments that do not meet or exceed the Per Payment amount will not be processed by this pay cycle. This is an optional field.
Currency Code	Specify a currency code from the list of currencies defined to use in your business.
Rate Type	Specify the currency rate type.

Related Topics

- Defining Bank Replacement Rules
  Use the Bank Replacement Rules component (BANK_RPL_RULE_DEFN) to define bank replacement rules.
- Understanding PeopleSoft Payables Payment Formats
  This section discusses:

Source / BU Page

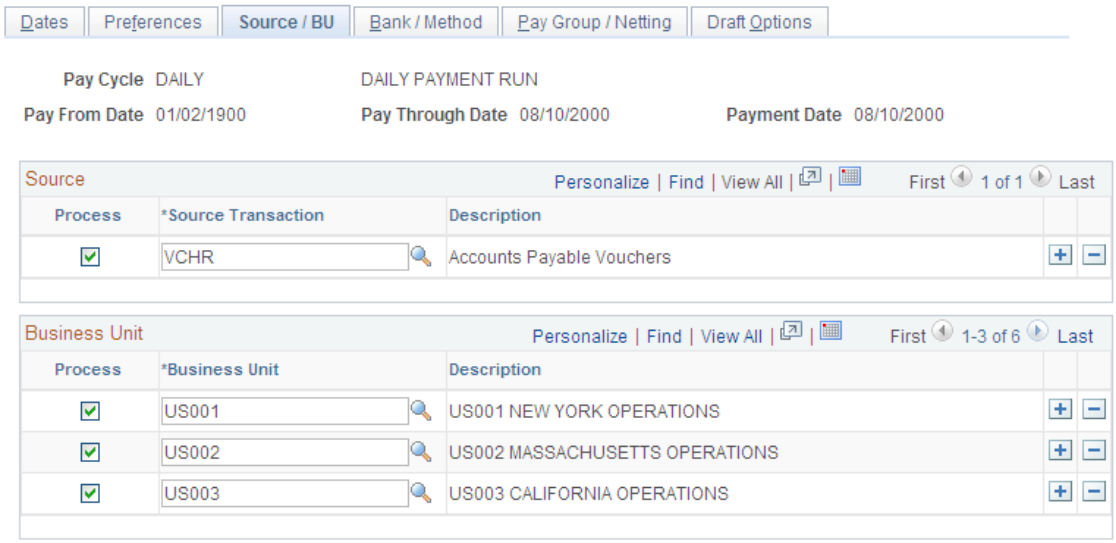
Use the Source / BU (Source / Business Unit) page (PYCYCL_DEFN_SRC) to define the pay cycle by source transaction and business unit.

Navigation:

Accounts Payable, and then **Payments**, and then **Pay Cycle Processing**, and then **Payment Selection Criteria**, and then **Source/BU**

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

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Source

The source transactions define the types of payments processed in a pay cycle. Review delivered source transaction definitions on the Payment Source and Payment Source Search Definition pages, and source transaction mapping detail on the Pay Cycle Mapping and Pay Cycle Mapping Detail pages.

Select or deselect each source transaction by selecting or deselecting the **Process** check box next to the appropriate source transaction. These are the delivered values:

Field or Control	Description
EXAD	Employee Advances Definition.
EXPN	Employee Expense Sheet Definition.
TR	Treasury Settlement Payments.
TRET	Treasury EFT Settlement Payments.
VCHR	Accounts Payable Vouchers.

> **Note**
>
> You must select a least one source. At a minimum, you should select the Accounts Payable Vouchers source transaction.

Business Unit

You can select multiple business units. For example, your regular pay cycle can include all business units. Select the **Process** check box for each business unit that you want to include during the pay cycle to narrow the selection criteria. Only vouchers for the business units that you specify are included in the pay cycle. The system uses the supplier and voucher information at the business unit level unless you override that information. If you do not want to process a particular business unit during a specific run of the Pay Cycle process, deselect the **Process** check box for that business unit.

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> **Note**
>
> You must select at least one business unit for the pay cycle to create any payments.

Related Topics

- Understanding the PeopleSoft Payables Payment Interface
  As delivered, the Payment Interface feature supports these payments:

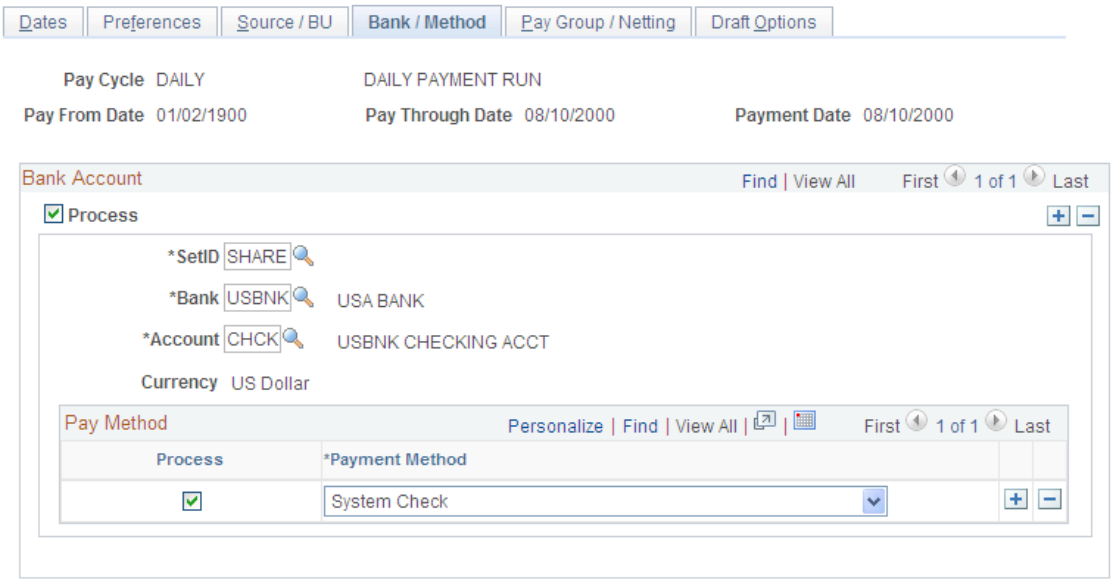
Bank / Method Page

Use the Bank / Method page (PYCYCL_DEFN_BNK) to specify bank information and payment methods.

Navigation:

Accounts Payable, and then **Payments**, and then **Pay Cycle Processing**, and then **Payment Selection Criteria**, and then **Bank/Method**

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



Bank Account

Enter banks and bank accounts from which to draw payments in the pay cycle. Every voucher that has a scheduled payment from a bank, bank account, and payment method that matches the ones you specify here becomes eligible for payment in this pay cycle. You can enter multiple banks and accounts.

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> **Note**
>
> You can specify replacement bank accounts for a pay cycle if a voucher or set of vouchers meet certain criteria by selecting a bank replacement rule on the Payment Selection Criteria - Preferences page. You set up bank replacement rules on the Bank Replacement Rules page.

Field or Control	Description
Process	Selects vouchers with scheduled payments drawn on the specified bank account for pay cycle processing.
Currency	Shows the default currency for the bank account.

Pay Method

If the payment method for a voucher's scheduled payments is the same as the pay cycle payment method, the voucher is a candidate for selection. For each bank account, you can specify multiple payment methods. Specify the payment methods to be processed during the pay cycle by selecting the **Process** check box next to the appropriate payment method. These are the available payment method values:

Field or Control	Description
Automated Clearing House	The Pay Cycle process creates an electronic file containing the required clearinghouse information. You send all applicable payments in one file to a clearinghouse. The clearinghouse then sends the payments to your supplier's bank.
Draft-Customer EFT (draft-customer electronic funds transfer)	The Pay Cycle process creates an EFT file instead of printed drafts. You send the file to your bank when the draft payment is due.
Draft-Customer Initiated	The Pay Cycle process creates customer-initiated draft payments before the draft due date that details the draft identification number, the draft amount, and the draft maturity date. You send the draft to your supplier.
Electronic Funds Transfer	The Pay Cycle process creates an electronic file containing the required bank and payment information. You send all applicable payments in one file to your bank for payment. The bank sends the payments to your supplier's bank.
Giro-EFT	The Pay Cycle process collects all EFT Giro transactions and creates an output data file containing the payment information. You send the output data file to the bank electronically or on taped media. This payment method is primarily used in Singapore.

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Field or Control	Description
Letter of Credit	The Pay Cycle process groups all vouchers that have the same letter of credit ID into a single payment. Only those payments for which you have selected the **L/C Advice** option on the Preference page have a printed letter of credit advice.
System Check	The system checks are scheduled payments that require a printed paper check and remittance advice. At voucher entry, indicate that the payment is a system check. When you run the Pay Cycle process, it creates system checks.
Wire Transfer	During the Pay Cycle process, the Wire Transfer payment method generates a remittance advice for paying by wire.

Related Topics

- Defining Bank Replacement Rules
  Use the Bank Replacement Rules component (BANK_RPL_RULE_DEFN) to define bank replacement rules.
- Understanding PeopleSoft Payables Payment Formats
  This section discusses:

Pay Group / Netting Page

Use the Pay Group / Netting page (PYCYCL_DEFN_PYGRP) to specify pay groups to include in the pay cycle and netting reference codes to use in performing payables/receivables netting.

Specifying pay groups restricts the selection of payments to the pay group specified. The fields on this page are available for entry only if you select Use Supplier Pay Groups or specify a netting option of S on the Preferences page.

Navigation:

Accounts Payable, and then **Payments**, and then **Pay Cycle Processing**, and then **Payment Selection Criteria**, and then **Pay Group/Netting**

You must select the **Use Supplier Pay Group** check box or enter a netting option on the Preferences page to enter values on this page.

Pay Group

Enter the SetID and pay group code for each pay group that you want to process. Select or deselect the **Process** check box, depending on whether you want to include the pay group in the current cycle. If you have pay groups selected, only scheduled payments that contain one of the selected pay groups are paid. Use the row insert function to add more pay groups to the pay cycle.

> **Note**
>
> If you deselect the **Use Supplier Pay Group** option on the Preferences page for a pay cycle, any information that you enter in this grid will not apply as payment selection criteria for that pay cycle.

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> **Note**
>
> The Pay Cycle process uses supplier pay groups as selection criteria only for vouchers that were input through PeopleSoft Payables. The Pay Cycle process ignores any supplier pay group selection criteria when selecting payments from non-PeopleSoft Payables sources that are integrated through the PeopleSoft Payables Payment Interface, such as PeopleSoft Expenses.

Netting

For each qualified netting reference ID, the Pay Cycle process processes netting closing for both accounts payable and accounts receivable transactions. Select the **Process** option to indicate that the Pay Cycle process needs to run the Netting Closing processes. During the Pay Cycle process, the Payables Netting Closing process starts and selects those vouchers that fall within the netting date range with a netting status of *A* (approved). The system then launches the Receivables Netting Closing process. After processing the PeopleSoft Receivables transactions, the process returns to the Payables netting process, which updates the netting status to *C* (closed).

Related Topics

- Understanding Pay Cycle Definition
  This section provides an overview of pay cycle creation and discusses:

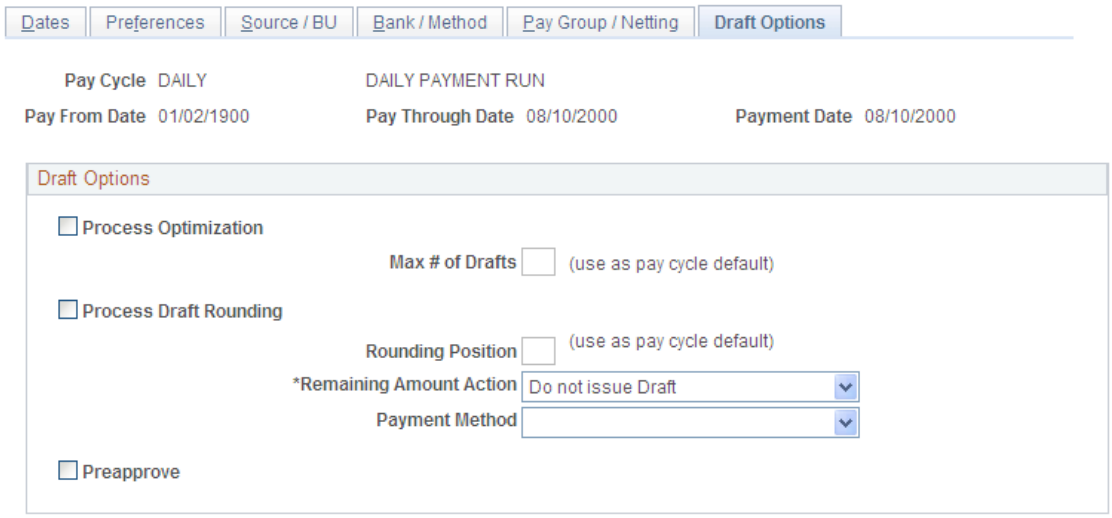
Draft Options Page

Use the Draft Options page (PYCYCL_DFT_OPT) to set Draft rounding and optimization options.

Navigation:

Accounts Payable, and then **Payments**, and then **Pay Cycle Processing**, and then **Payment Selection Criteria**, and then **Draft Options**

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



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Draft optimization, or stamp tax minimization, in PeopleSoft Payables is primarily applied to Japanese domestic drafts that are created during the customer-initiated Draft Staging Application Engine process (AP_DFT_PROC). Draft rounding enables you to control at what point a draft is issued for payment and what alternate payment method is used for those payments that do not meet your specifications.

Field or Control	Description
Process Optimization	Select to enable draft optimization processing for the pay cycle.
Max # of Drafts	If you selected **Process Optimization,** you can either leave this blank to have the system use the default specified at the supplier, or you can specify the maximum number of drafts that are created during the pay cycle by entering a value in this field. **Note:** At the supplier level, you can either specify a maximum number of drafts or select the *Pay Cycle Default* value. If you select *Pay Cycle Default* for a supplier, then Pay Cycle processing uses the value of the maximum number of drafts that you enter here. If you enter a maximum number of drafts for the supplier and leave the **Max # of Drafts** field blank on this page, then Pay Cycle processing uses the number for the supplier.
Process Draft Rounding	Select to enable draft rounding for the pay cycle.
Rounding Position	If you selected **Process Draft Rounding,** you can either leave this blank to have the system use the default specified at the supplier, or specify the rounding position used during the pay cycle by entering a value in this field. The rounding position rounds the draft payment amount down to the whole value that you set. For example, if you enter *4*, then the draft payment must be equal to or greater than 1,000 before a draft is created. All amounts above 1,000 are rounded down to the nearest 1,000, and the remaining amount is handled according to the remaining amount action that you specify. **Note:** At the supplier level, you can either specify a rounding position or select the *Pay Cycle Default* value. If you select *Pay Cycle Default* for a supplier, then Pay Cycle processing uses the value of rounding position that you enter here. If you enter a rounding position value for the supplier and leave the **Rounding Position** field blank on this page, then Pay Cycle processing uses the rounding position value for the supplier.

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Field or Control	Description
Remaining Amount Action	Specifies the handling of the remaining draft amount after draft rounding is complete. These are the available values: *Alternate Pay Mthd* (alternate pay method): You use the **Payment Method** field to specify by what payment method the remaining draft amount is paid. *Do not issue Draft:* Holds the remaining draft amount and adds it to the next draft payment. A draft payment for the remaining amount is not issued. Because the remaining draft amount is not paid on this pay cycle, it is available for payment in the next pay cycle, provided that the selection criteria are met.
Payment Method	Select the payment methods by which the amount left after rounding calculation is paid. You can select a payment method only if you specify *Alternate Pay Mthd* in the **Remaining Amount Action** field.
Preapprove	Creates draft payments with a status of *Approved.* If this check box is deselected, draft payments are created with a status of *Created.* If the status is *Created,* then you must either manually approve drafts on the Draft Approval page or run the Draft Recon and Approval (draft reconciliation and approval) process. Depending on the Payables Definition setup, a status of *Approved* may be required before accounting entries can be generated in the Payment Posting process.

Related Topics

- Understanding Draft Processing
  This section discusses:
- PeopleSoft Source to Settle Common Information: Establishing Additional Payment Processing Options

Deactivate Pay Cycle Page

Use the Deactivate Pay Cycle page (DEACTIVATE_PYCYCL) to activate or deactivate the pay cycle.

Navigation:

Accounts Payable, and then **Payments**, and then **Pay Cycle Processing**, and then **Deactivate Pay Cycle**

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

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Field or Control	Description
Active and **Inactive**	Select the desired check box to activate or inactivate the pay cycle. Inactivating a pay cycle does not delete the pay cycle. The active and inactive status is used in the search views for Pay Cycle Selection and Pay Cycle. An inactivated pay cycle can be activated any time.
Last Changed	Displays the last changed date and the operator.

Configuring Pay Cycles for PeopleSoft Financial Gateway Processing

Use the following components to set up your pay cycles for PeopleSoft Financial Gateway processing:

- Pay Cycle Step Definition (PYCYCL_STEP_DFN).
- Pay Cycle Map Definition (PYCYCL_MAP_DEFN).

This section provides an overview of pay cycle for PeopleSoft Financial Gateway processing and discusses how to define PeopleSoft Financial Gateway mapping details.

Pages Used to Configure Pay Cycles for PeopleSoft Financial Gateway Processing

Page Name	Definition Name	Usage
Pay Cycle Step Definition Page	PYCYCL_STEP_DFN	Update or add process steps to a pay cycle.

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Page Name	Definition Name	Usage
Mapping Detail Page	PYCYCL_MAP_DTL	Specify the mapping of the fields in the staging table to the corresponding fields in the Payables PS_PYCYCL_DATA table.

Understanding Pay Cycle and PeopleSoft Financial Gateway Integration

During pay cycle processing, PeopleSoft Payables communicates with the PeopleSoft Financial Gateway to process the specific payments marked for PeopleSoft Financial Gateway processing. However, you must first configure the pay cycle functionality to enable this process.

To enable pay cycles for PeopleSoft Financial Gateway functionality, you:

1. Access the Source Registration page in the PeopleSoft Financial Gateway functionality.
2. Enter Payables *(AP)* as source system, and verify that the correct setup appears (such as dispatch status and last payment number). If you want the PeopleSoft Financial Gateway functionality to handle expense payments, you must also verify the Expense *(EX)* source system.
3. Access the External Bank Account page, and define the Settle By and Layout code for a bank account's electronic payment method.
4. (Optional) Set up the EFT supplier with the correct default EFT layout.
5. Enter a voucher with an EFT scheduled payment, and ensure that the PeopleSoft Financial Gateway functionality settles the scheduled payment.
6. (Optional) On the Payment Selection Criteria page, specify an user ID for payment error notification.

   A valid email address is required in the User Preferences - PayCycle page.
7. Run the Pay Cycle process to verify that the configuration works properly.

Related Topics

- Pay Cycle Processing Using the PeopleSoft Financial Gateway
  This section discusses:

Mapping Detail Page

Use the Mapping Detail page (PYCYCL_MAP_DTL) to specify the mapping of the fields in the staging table to the corresponding fields in the Payables PS_PYCYCL_DATA table.

Navigation:

Accounts Payable, and then **Payments**, and then **Pay Cycle Definition**, and then **Mapping**, and then **Mapping Detail**

Oracle delivers the pay cycle data elements *EFT_LAYOUT_CD* and *STL_THROUGH.* Ensure that the following information appears for these elements on the Accounts Payable Vouchers (VCHR) map:

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Pay Cycle Data Element	Mapping Action	Input Map Type	Input Fieldname	Constant Type
EFT_LAYOUT_CD	*Input*	*Field*	*EFT_LAYOUT_CD*	*Character*
STL_THROUGH	*Input*	*Field*	*STL_THROUGH*	*Character*

Related Topics

- Setting Up the PeopleSoft Payables Payment Interface
  To set up PeopleSoft Payables to process payments from another source, use the Payment Source component (PYMNT_SOURCE) to define the payment source.

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9

Setting Up Draft, Payment, and Voucher Processing

Setting Up Bank Transfer Charges

To set up your bank transfer charges, use the following components:

- Bank Transfer Charge Code (BCH_CHARGE_CD).
- Bank Transfer Charge (BCH_BANK_CHRG).
- External Accounts (BANK_EXTERNAL).
- Supplier Information (VNDR_ID).

This section provides an overview of bank transfer charge setup and discusses how to enable bank transfer charge processing at the bank level and define bank charge options at the supplier level.

Pages Used to Set Up Bank Transfer Charges

Page Name	Definition Name	Usage
PeopleSoft Banks Setup and Processing: Bank Transfer Charge Code Page	BCH_CHARGE_CD	Define a set of bank charge amounts to be used in the Bank Transfer Charge table. The bank charge amounts are set up according to the bank account of the addressee and the range of payment amounts.
PeopleSoft Banks Setup and Processing: Bank Transfer Charge Page	BCH_BANK_CHRG	Define the bank charge code according to the interbank and intrabank remittance.
PeopleSoft Banks Setup and Processing: External Accounts Page	BANK_PNL2	Set up external accounts.
Supplier Information - Location: Payables Options Page	VNDR_PAY_OPT_SEC	Define the party to whom the bank transfer charge is charged.

Understanding Bank Transfer Charge Setup

To set up bank transfer charge processing:

1. Create bank transfer charge codes (which are used to create the Bank Transfer Charge table) on the Bank Transfer Charge Code page.
2. Define charge codes according to the interbank and intrabank remittance on the Bank Transfer Charge page.

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3. Define the processing options at the external bank account level.
4. Define the processing options at the supplier location level.

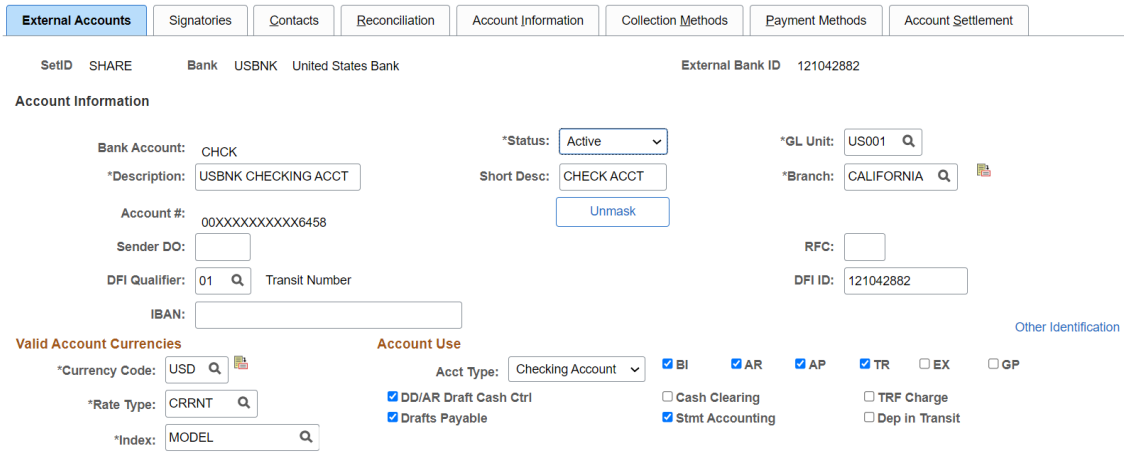
External Accounts Page

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

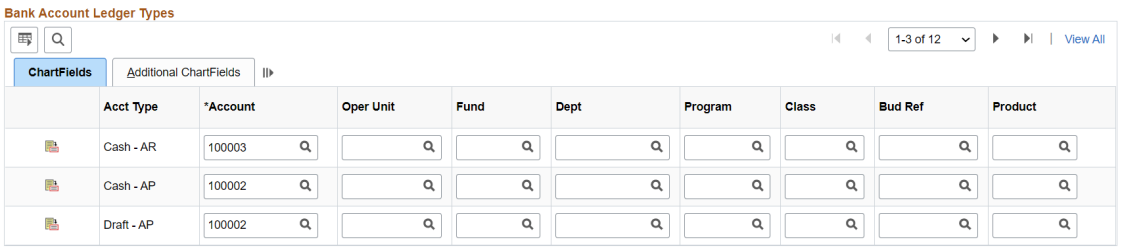
Navigation:

Banking, and then **Bank Accounts**, and then **External Accounts**

This example illustrates the fields and controls on the External Accounts (1 of 2) page.



This example illustrates the fields and controls on the External Accounts (2 of 2) page.



To enable bank transfer charge processing:

1. Select the **TRF Charge** check box in the **Account Use** group box.

   The system inserts a new row in the **Chartfields** tab.
2. *Bnk Charge* (bank charge) appears by default as the account type in the **Acct Type** (account type) field in the **Chartfields** tab.
3. Enter the account code for suspense accounting for the bank transfer charge in the **Account** field in the **Chartfields** tab.

   During payment posting, the system uses this code to hold the bank transfer charge deducted from the supplier payment.

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Related Topics

- PeopleSoft Banks Setup and Processing: Defining External Account Information

Supplier Information - Location: Payables Options Page

Use the Supplier Information - Location: Payables Options page (VNDR_PAY_OPT_SEC) to define the party to whom the bank transfer charge is charged.

Navigation:

Suppliers, and then **Supplier Information**, and then **Add/Update**, and then **Supplier**, and then **Location**

Click the **Payables** link on the Supplier Information - Location page and expand the Electronic File Options section.

Expand the Electronic File Options collapsible section.

Use this page to define the party to whom the bank transfer is charged. Bank transfer charges are based on either the Classified Charge Amount table or a user-specified amount.

Field or Control	Description
Transfer Cost Code	Select from the following options: *Payee:* If you select this option, one of two things happens depending on the option you select in the **Bank Charge source** field. *Payer:* If you select this option, this function is not activated regardless of the Bank Charge source. The bank transfer charge is not considered during payment processing, and no accounting entry for the bank transfer charge is generated.
Bank Charge source	Select from the following options: *Table:* If you select this field in conjunction with the *Payee* option in the **Transfer Cost Code** field, the system looks for the amount of charge defined in the table based on the payment condition and deducts that amount from the payment. The system also creates an accounting entry for this charge at the time of payment posting. *User:* If you select this field in conjunction with the *Payee* value in the **Transfer Cost Code** field, the system deducts the amount that you entered in the **Amount** field.

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Warning

When the bank charge source is *User,* the bank transfer charge setting is not mandatory because the payment process does not access the Bank Transfer Charge table. However, the system uses the table to output the difference between the assumable charge, which is calculated from the table, and the actual deducted amount of the payment. For reporting purposes, the Bank Transfer Charge table must exist even though the bank charge source is *User.* Otherwise, the assumable charge amount appears as *0.*

Note

Within the pay cycle, the system does not select scheduled payment when the amount of the charge exceeds the amount of the remittance.

Setting Up Payment Rescheduling

To set up your payments rescheduling, use the Reschedule Payments component (SMT_SPLIT_CDTN_COM).

This section discusses how to set up the reschedule payments conditions. It also discusses how to set up reschedule payments options for suppliers.

Pages Used to Set Up Payment Rescheduling

Page Name	Definition Name	Usage
Reschedule Payments Page	SMT_SPLIT_CDTN	Add, update, and correct reschedule conditions that define agreements with your suppliers.
Supplier Information - Location: Payables Options Page	VNDR_PAY_OPT_SEC	Access reschedule payment option.

Reschedule Payments Page

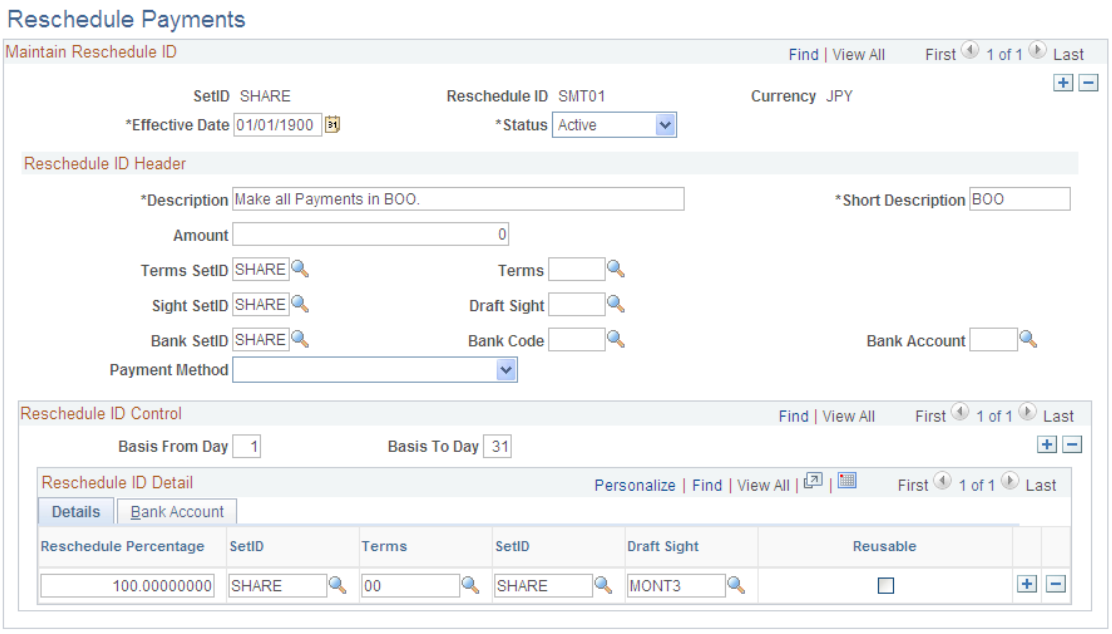
Use the Reschedule Payments page (SMT_SPLIT_CDTN) to add, update, and correct reschedule conditions that define agreements with your suppliers.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Payments**, and then **Reschedule Payment Conditions**, and then **Reschedule Payments**

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

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Field or Control	Description
Amount	Enter the amount. The system applies the condition in the **Maintain Reschedule ID** group box, if the total amount of vouchers is less than or equal to this amount. Otherwise, the system applies the conditions in the **Reschedule ID Control** group box.
Terms SetID	Displays the SetID for payment terms.
Sight SetID	Displays the SetID for draft sight code. You can only modify this field when any kind of draft, such as *BEF* (customer-initiated EFT draft), *BOO* (customer-initiated draft), or *DFT* (supplier-initiated draft), is specified as payment method that requires draft sight code.
Draft Sight	Select the draft sight code when the payment method is *BEF*, *BOO*, or *DFT*. This field is disabled when the specified payment method is nondraft. It is enabled and also becomes required when any kind of draft *(BEF, BOO,* or *DFT)* is specified as payment method.
Payment Method	Select the payment method, such as *ACH* (automated clearing house), *EFT* (electronic funds transfer), or *Manual*.

Using the example in the screen shot, the following conditions apply:

- When the total amount of vouchers in a certain period of time is less than or equal to 10,000,000 JPY, pay the full amount with EFT at the end of month.
- When the total amount of vouchers in a certain period of time is over 10,000,000 JPY and the basis date is between the 1st and the 15th, pay for 60 percent of the total in EFT at the end of the month and pay for 40 percent of the total in customer initiated draft with draft sight three months at the end of the month.

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Notice that in this screen shot, the **Reusable** check box is selected for the 40 percent line. That means that the system evaluates scheduled payments every time that you run the Reschedule Payments process.

- When the total amount of vouchers in a certain period of time is over 10,000,000 JPY and the basis date is between the 16th and the 31st, pay for 50 percent of the total with a check on the 10th of the next month and pay for 50 percent of the total in customer initiated draft with draft sight 3 months on the 10th of the next month.

Reschedule ID Control

Select the **Details** tab.

Field or Control	Description
Basis From Day and **Basis To Day**	Enter the range of dates for conditions. When the Reschedule Payments Application Engine process (AP_SMT_SPLIT) refers to conditions in the **Reschedule ID Control** group box, it refers to a reschedule condition that the base date on the Reschedule Payments Request page is between the **Basis From Day** and **Basis To Day** that you enter here. For example, suppose three conditions are specified in the **Reschedule ID Control** group box with the following **Basis From Day** and **Basis To Day** values: 1st to 10th, 11th to 20th, and 21st to 31st. If the base date on the Reschedule Payments Request page is January 5, the system refers a condition with **Basis From Day** and **Basis To Day** of 1st to 10th.
Reschedule Percentage	To reschedule payments into parts, enter the percentage of the total amount of vouchers.
SetID	Select the SetID of the payment terms for the reschedule ID control.
Terms	Select the payment terms for the reschedule ID control.
SetID	Displays the SetID of the draft sight for the reschedule ID control. You can only modify this field when the payment method is *BEF*, *BOO*, or *DFT*.
Draft Sight	Select the draft sight when the payment method is *BEF*, *BOO*, or *DFT*.
Reusable	Select this check box if you run the Reschedule Payments process several times in a certain period and want to process the vouchers each time that you run the process. Once the process generates vouchers, the system does not typically process the vouchers again. This option enables you to process the vouchers at another time.

Select the **Bank Account** tab.

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Field or Control	Description
Bank SetID, Bank Code, and **Bank Account**	Enter information in these fields to replace the payment bank and account information on the selected scheduled payment information. When you run the Reschedule Payment process, the system replaces the bank account information on scheduled payments with the bank account information that you specify here. **Note:** You can specify only one reschedule payment code per supplier.
Payment Method	Select the payment method for the reschedule ID control.

Supplier Information - Location: Payables Options Page

Use the Supplier Information - Location: Payables Options page (VNDR_PAY_OPT_SEC) to access reschedule payment option.

Navigation:

Suppliers, and then **Supplier Information**, and then **Add/Update**, and then **Supplier**, and then **Location**

Click the **Payables** link on the Supplier Information - Location page and expand the Additional Payables Options section.

Additional Payment Information

Field or Control	Description
Reschedule ID	Enter the reschedule ID to apply to this supplier location. Entering an ID here enables the Reschedule Payments process to process the supplier location. The Reschedule Payments process processes vouchers of only those supplier locations with an ID in this field.

> **Note**
>
> If you select the **Withholding** check box on the Identifying Information page, the Reschedule Payments process does not process vouchers for the supplier even if you enable reschedule options.

Setting Up Aging Categories for Supplier Liability Aging Reports

To set up your aging categories for supplier liability aging reports, use the AP Aging Cycle component (AP_AGING_CYCLE).

This section discusses how to set up aging categories for supplier liability aging reports.

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Pages Used to Set Up Aging Categories for Supplier Liability Aging Reports

Page Name	Definition Name	Usage
AP Aging Cycle Page	AP_AGING_CYCLE	Define aging cycles with aging time periods that specify a numerical range representing days, weeks, and so forth. Aging cycles are used in Supplier Liability Aging (APY1408) reports.

AP Aging Cycle Page

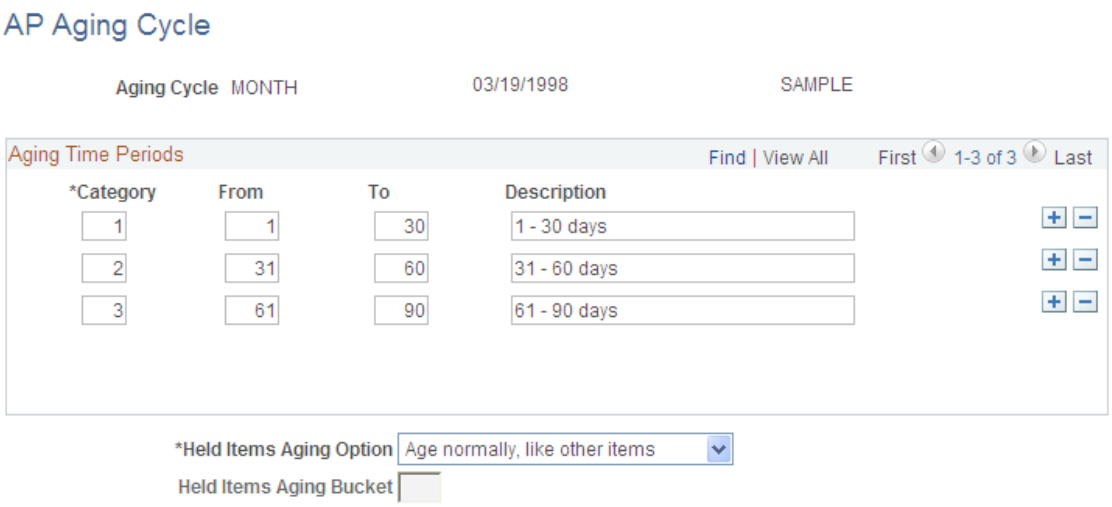
Use the AP Aging Cycle (accounts payable aging cycle) page (AP_AGING_CYCLE) to define aging cycles with aging time periods that specify a numerical range representing days, weeks, and so forth.

Aging cycles are used in Supplier Liability Aging (APY1408) reports.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Payments**, and then **Define Aging Categories**, and then **AP Aging Cycle**

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



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Field or Control	Description
Category	Enter a category number. Each category number relates to a time period that classifies invoices that are due for payment. An aged liability report includes a column for invoices that are not yet due followed by up to four columns, which are classified by aging category for overdue amounts. Each of the four overdue columns corresponds to an aging category. For example, define the following three aging categories: • Category *1 = 1 to 30 days.* • Category *2 = 31 to 60 days.* • Category *3 = 61 to 90 days.* When the aged liability report is generated, it includes the following five columns: • Invoices not yet due. • Invoices overdue from 1 to 30 days. • Invoices overdue from 31 to 60 days. • Invoices overdue from 61 to 90 days. • Invoices overdue more than 90 days. **Note:** The system allows you to configure a maximum of three category rows.
From	Enter the beginning value for the category aging period. All invoices that are overdue as of the date that is specified in this field are printed in the corresponding aging category column of the aged liability report.
To	Enter an ending value for the category aging period. All invoices that are overdue up to the date specified in this field are printed in the corresponding aging category column of the aged liability report.
Held Items Aging Option	Select to determine how invoices that are on hold for payment appear on the aged liability report. Options are: *Categorize:* Select to specify where held invoices are printed in the aged liability report. For example, you might print all held invoices in the fourth aging category column. If this option is selected, the **Held Items Aging Bucket** field becomes active. Enter the aging category that you want to contain held invoice amounts. *Exclude:* Select to exclude held invoices on the aged liabilities report. *Normal:* Select to have all invoices on hold classified by aging categories in exactly the same way as invoices that are not on hold. All invoices on hold are printed in the appropriate aging category column in the aged liability report.

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Field or Control	Description
Held Items Aging Bucket	Enter the aging category number into which you want held items to appear on the aged liabilities report. This field is available only if you select *Categorize* in the **Held Items Aging Option** field.

Setting Up Draft Processing

To set up your draft processing, use the following components:

- Draft Sight Codes (APD_SIGHT_CODE_COM)
- Stamp Tax (APD_STAMP_TAX_COM)

This section lists common elements and discusses how to create draft sight codes and stamp tax definition. It also discusses how to specify stamp tax minimization rules.

Pages Used to Set Up Draft Processing

Page Name	Definition Name	Usage
Draft Sight Codes Page	APD_SIGHT_CODE_PNL	Create, modify, or view available draft sight codes.
Stamp Tax Page	APD_STAMP_TAX_PNL	View default settings for draft optimization, including a description for the tax table, the stamp tax amount range, the stamp tax minimization amount for each range and stamp tax currency, the draft amount range, the applicable currency, and the maximum value of the draft before it is split.
Stamp Tax Rule Page	APD_STAMP_TAXR_PNL	Create, modify, or view the stamp tax minimization rules.

Related Topics

- Understanding Draft Processing
  This section discusses:

Common Elements Used in Draft Processing

Field or Control	Description
Currency	Displays the payment currency.

Draft Sight Codes Page

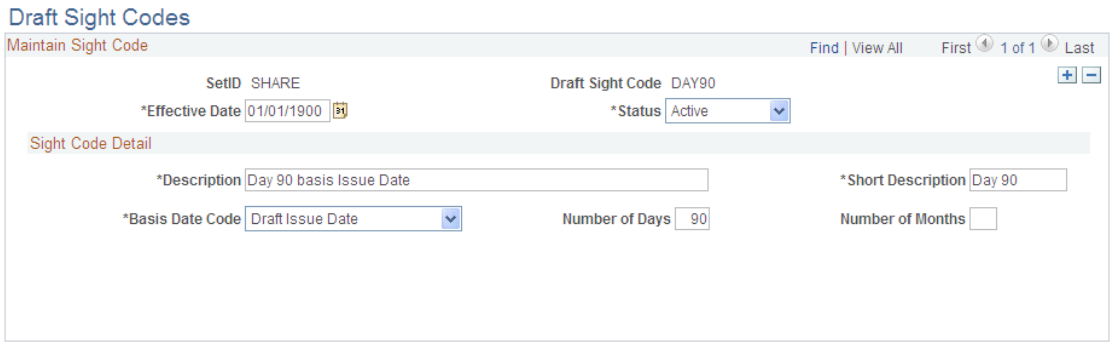
Use the Draft Sight Codes page (APD_SIGHT_CODE_PNL) to create, modify, or view available draft sight codes.

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Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Payments**, and then **Payments Sight Codes**, and then **Draft Sight Codes**

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



Field or Control	Description
SetID	Displays the bank SetID for the supplier's bank account.
Draft Sight Code	Displays a user-defined value that represents the draft payment terms to which you and your supplier agree.
Effective Date	Specify the beginning date that the sight code is in effect.
Status	Specify whether the status of the sight code is active or inactive.

Sight Code Detail

Field or Control	Description
Basis Date Code	Specifies the scheduled due date for the draft. It is used to calculate the draft maturity date: *Invoice DT* (invoice date): Uses the invoice date on the voucher as the basis date. *Issue Date:* Uses the scheduled due date as a basis date.
Number of Days	Enter the number of days from the basis date on which the draft matures.
Number of Months	Enter the number of months from the basis date on which the draft matures.

Stamp Tax Page

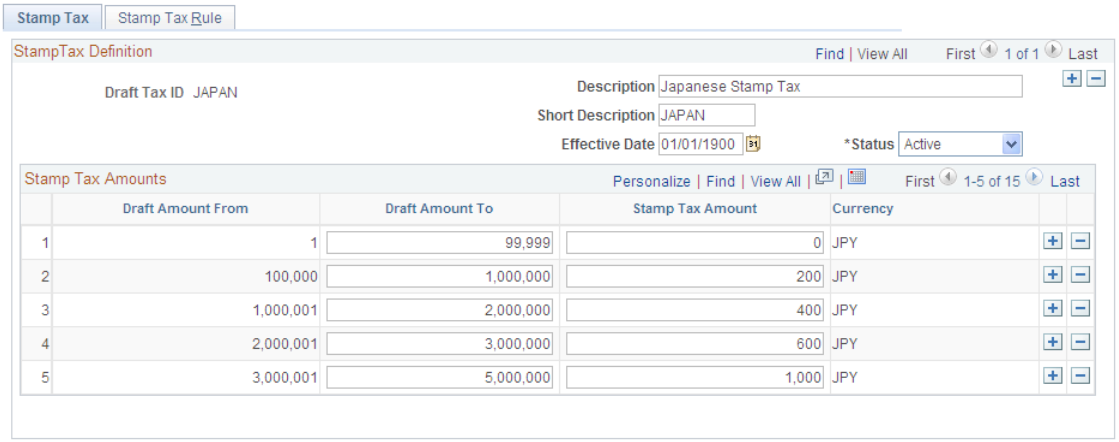
Use the Stamp Tax page (APD_STAMP_TAX_PNL) to view default settings for draft optimization, including a description for the tax table, the stamp tax amount range, the stamp tax minimization amount for each range and stamp tax currency, the draft amount range, the applicable currency, and the maximum value of the draft before it is split.

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Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Management**, and then **Stamp Tax**

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



Field or Control	Description
Draft Amount From	Displays the beginning of the draft amount range. When you define the stamp tax amounts, the system calculates the value in this field based on the value that you enter in the **Draft Amount To** field, plus one. The first line displays the draft amount from *1*.
Stamp Tax Amount	Enter the amount of the stamp tax that the system applies to drafts in the desired draft amount from and draft amount to range.

Stamp Tax Rule Page

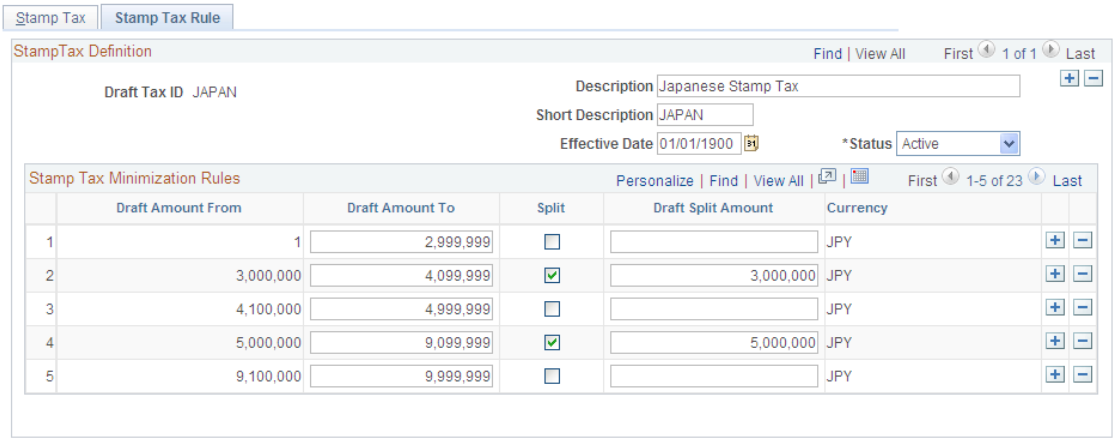
Use the Stamp Tax Rule page (APD_STAMP_TAXR_PNL) to create, modify, or view the stamp tax minimization rules.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Management**, and then **Stamp Tax**, and then **Stamp Tax Rule**

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

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Stamp Tax Minimization Rules

During the Draft Staging Application Engine process (AP_DFT_PROC), the values in the Stamp Tax table determine where the draft payment is split.

Field or Control	Description
Split	Selecting this check box activates the **Draft Split Amount** field, where you enter the maximum value that the draft in the selected draft amount range should reach before it is split.

Setting Up Multicurrency Tables

The pages that define the currency codes, rate types, and exchange rates that are used for currency conversion are common to all financial, manufacturing, and distribution applications. Set up the currency tables once for use by all applications.

To set up your multicurrency tables, use the following components:

- Currency Code (CURRENCY_CD_TABLE).
- Accounting Entry Template (ACCOUNTINGENTRY).
- Accounting Entry Definition (JRNLGEN_DEFN).

This section discusses how to assign gain or loss ChartFields. It also discusses how to specify a journal template.

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Pages Used to Set Up Multicurrency Tables

Page Name	Definition Name	Usage
Currency Code Page	CURRENCY_CD_TABLE	Add or update a currency code, and confirm that the currencies that you use in your business are already defined. PeopleSoft Payables uses currency codes in reporting and displays them on pages throughout the system to identify the currency of vouchers, payment, and base currency amounts. PeopleSoft populates this table with many of the common currencies in use, using the International Standards Organization (ISO) code as the identifier. The system also uses currency codes to determine precision for rounding. If you change the number of decimal places for a currency code definition—for example, three decimal places instead of two decimal places—you must also restart the Application Server to see this change on the voucher component. See Accounting Entry Template Page
Accounting Entry Template Page	ACCTG_TEMPLATE_AP	Define or modify an accounting entry template.
Accounting Entry Definition Page	JRNL_GEN_ACCTG_DEF	Identify the system source that distributes data to your general ledger and the record and field names for the Accounting Entry table.

Accounting Entry Template Page

Use the Accounting Entry Template page (ACCTG_TEMPLATE_AP) to define or modify an accounting entry template.

Navigation:

Set Up Financials/Supply Chain, and then **Common Definitions**, and then **Accounting Entry Templates**, and then **Templates**, and then **Accounting Entry Template**

Assign ChartFields for realized gain, realized loss, unrealized gain, and unrealized loss to each PeopleSoft Payables business unit.

Unique account numbers enable the PS/AP Revaluation Application Engine process (AP_REVALUE) to post gains and losses to separate accounts.

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> **Note**
>
> Because you associate each supplier with a different accounting template, each supplier can have a different set of accounts for posting gains and losses.

To access the Currency Code page, use the navigation: **Set Up Financials/Supply Chain**, and then **Common Definitions**, and then **Currency**, and then **Set up Currency Code**

Related Topics

- Application Fundamentals: Accounting Entry Template Page

Accounting Entry Definition Page

Use the Accounting Entry Definition page (JRNL_GEN_ACCTG_DEF) to identify the system source that distributes data to your general ledger and the record and field names for the Accounting Entry table.

Navigation:

General Ledger, and then **Journals**, and then **Subsystem Journals**, and then **Accounting Entry Definition**

Specify the journal template to use when transferring revaluation information to general ledger for each PeopleSoft Payables business unit.

Related Topics

- Application Fundamentals: Accounting Entry Definition Page

Setting Up Multiple Currencies in PeopleSoft Payables Control Tables

Set up your PeopleSoft Payables control tables before you can process vouchers and payments in multiple currencies. Among other things, the control tables that you establish in PeopleSoft Payables define currency codes, rate types, and exchange rates for multicurrency processing.

To set up your multiple currencies in PeopleSoft Payables control tables, use the following components:

- General Ledger Definition (BUS_UNIT_TBL_GL).
- Payables Options (BU_CTLB).
- Voucher Origin (ORIGIN1).
- External Accounts (BANK_EXTERNAL).

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Pages Used to Set Up Multiple Currencies in PeopleSoft Payables Control Tables

Page Name	Definition Name	Usage
General Ledger Definition - Definition Page	BUS_UNIT_TBL_GL1	Define currency options for the PeopleSoft General Ledger business unit.
Payables Options - Vouchering Options 1 Page 1	BU_AP_OPT_VCHR1	Define currency options for the PeopleSoft Payables business unit.
Voucher Origin - Vouchering Options 1 Page	ORIGIN_VCHR2	Define currency options for the voucher origin.
Group Information - Vouchering Options Page	GRP_AP_VCHR_OPT1	Define currency options for the control group.
Supplier Information - Location: Procurement Options Page	VNDR_PROC_OPT_SEC	Define currency options for the supplier. Override the voucher transaction currency and rate type in the control hierarchy that is applied during voucher entry.
External Accounts Page	BANK_PNL2	Define currency options for the bank.

General Ledger Definition - Definition Page

Use the General Ledger Definition - Definition page (BUS_UNIT_TBL_GL1) to define currency options for the PeopleSoft General Ledger business unit.

Navigation:

Set Up Financials/Supply Chain, and then **Business Unit Related**, and then **General Ledger**, and then **General Ledger Definition**, and then **Definition**

Assign a base currency to the PeopleSoft General Ledger business units with which your PeopleSoft Payables business units is associated. The base currency for a PeopleSoft Payables business unit is defined by the PeopleSoft General Ledger business unit with which it is associated and cannot be changed.

PeopleSoft Payables processing supports interunit accounting, which enables you to track accounting transactions among PeopleSoft General Ledger business units with different base currencies. You can separate distribution and payment interunit entries.

Related Topics

- Understanding the Accounting Environment Setup
  This section discusses:
- PeopleSoft General Ledger: Defining General Ledger Business Units

Payables Options - Vouchering Options 1 Page

Use the Payables Options - Vouchering Options 1 page (BU_AP_OPT_VCHR1) to define currency options for the PeopleSoft Payables business unit.

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Navigation:

Set Up Financials/Supply Chain, and then **Business Unit Related**, and then **Payables**, and then **Payables Options**, and then **Vouchering Options 1**

Designate a default transaction currency and rate type for vouchers. The currency that you select here can be different from the PeopleSoft General Ledger business unit base currency, if necessary.

> **Note**
>
> Currency option rules follow the PeopleSoft Payables control hierarchy. Default values that you enter at the business unit level automatically change to the transaction level, unless you override the defaults with values stored at an intermediate level, such as voucher origin, control group, or supplier.

Related Topics

- Payables Options - Vouchering Options 1 Page
  Use the Payables Options - Vouchering Options 1 page (BU_AP_OPT_VCHR1) to enter the voucher approval rules, currencies, and single payment supplier for the SetID.

Voucher Origin - Vouchering Options 1 Page

Use the Voucher Origin - Vouchering Options 1 page (ORIGIN_VCHR2) to define currency options for the voucher origin.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Vouchers**, and then **Voucher Origin**, and then **Vouchering Options 1**

Override the business unit default currency and rate type. The control hierarchy is applied during voucher entry. Using this capability, you can define an origin, such as a user in a foreign subsidiary, to enter vouchers in a currency different from the business unit's normal default transaction currency.

You can enter a rate type directly when specifying a voucher currency that is different from the control hierarchy default.

Related Topics

- Voucher Origin - Vouchering Options 1 Page
  Use the Voucher Origin - Vouchering Options 1 page (ORIGIN_VCHR2) to specify voucher approval, match delay days, voucher currency, and document sequencing settings for the voucher origin.

Group Information - Vouchering Options Page

Use the Group Information - Vouchering Options page (GRP_AP_VCHR_OPT1) to define currency options for the control group.

Navigation:

Accounts Payable, and then **Control Groups**, and then **Group Information**, and then **Vouchering Options**

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Override the default voucher entry transaction currency code for a group of vouchers. You can use control groups to group together vouchers of like currencies to ensure that the user applies the proper currency code.

You can also use control groups to create groups of vouchers for data entry purposes. The key control elements on the record are the control amount and the control totals. Control amount totals are not sensitive to the transaction currency; you can enter vouchers of different currencies in the same control group. The system tallies the transaction amounts of all vouchers in the control group to determine whether the group is in balance.

> **Note**
>
> The control group total adds amounts only and does not convert currencies.

The Control Group Register report displays currency information for individual vouchers in the control group.

Related Topics

- Group Information - Vouchering Options Page
  Use the Group Information - Vouchering Options page (GRP_AP_VCHR_OPT1) to establish approval option, currency, and balancing for vouchers.

Supplier Information - Location: Procurement Options Page

Use the Supplier Information - Location: Procurement Options page (VNDR_PROC_OPT_SEC) to define currency options for the supplier.

Override the voucher transaction currency and rate type in the control hierarchy that is applied during voucher entry.

Navigation:

Suppliers, and then **Supplier Information**, and then **Add/Update**, and then **Supplier**, and then **Supplier Information**, and then **Location**

Click the Procurement link on the Supplier Information - Location page and expand the **Additional Procurement Options** section.

External Accounts Page

Use the External Accounts page (BANK_PNL2) to define currency options for the bank.

Navigation:

Banking, and then **Bank Accounts**, and then **External Accounts**

Each bank code can cover multiple bank accounts, and each bank account can have multiple currencies. All payments from a specific bank account must be made in one of the valid currencies that is set up for that bank account. During payment selection, the system alerts you if you have scheduled payments on a bank account in a currency other than the valid bank account currencies. You'll also receive an error message when you save a voucher online.

Related Topics

- PeopleSoft Banks Setup and Processing: Defining External Account Information

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Setting Up the PeopleSoft Payables Revaluation Process

To set up your PeopleSoft Payables revaluation process, use the following components:

- Accounting Entry Template (ACCOUNTINGENTRY).
- Journal Generator Template (JRNLGEN_APPL_ID).
- Procurement Control (BUS_UNIT_INTFC2).
- Payables Definition (BUS_UNIT_TBL_AP).

This section provides an overview of the PS/AP Revaluation process and lists prerequisites.

Pages Used to Setup the PeopleSoft Payables Revaluation Process

Page Name	Definition Name	Usage
Journal Generator Template - Defaults Page	JRNL_GEN_DEFAULTS	Select a reversal code.
Procurement Control - GL Templates Page	BUS_UNIT_INTFC6	Attach PeopleSoft Payables journal generator templates to PeopleSoft General Ledger business units.
Payables Definition - Definition Page	BUS_UNIT_TBL_AP1	Select a revaluation posting option.

Understanding the PS/AP Revaluation Process

The PS/AP Revaluation process finds all unpaid, posted vouchers for the specified business units as of the specified date whose transaction currency is not the same as the base currency of the general ledger business unit. For each unpaid voucher, it uses the specified exchange rate and calculates a revaluation amount. The accounting entry consists of an unrealized gain or loss entry with a matching offset on the payables account.

Prerequisite

Specify account numbers on the accounting entry template for unrealized gain and loss.

Related Topics

- Accounting Entry Template Page
  Use the Accounting Entry Template page (ACCTG_TEMPLATE_AP) to define or modify an accounting entry template.

Journal Generator Template - Defaults Page

Use the Journal Generator Template - Defaults page (JRNL_GEN_DEFAULTS) to select a reversal code.

Navigation:

General Ledger, and then **Journals**, and then **Subsystem Journals**, and then **Journal Generator Template**, and then **Defaults**

Select a reversal code.

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PeopleSoft General Ledger uses the Journal Generator template to handle reversals. The PeopleSoft Payables revaluation routing does not reverse entries because of document sequencing. Therefore, you must select one of these PeopleSoft General Ledger reversal codes: **Beginning of Next Period, End of Next Period,** or **Next Day.**

You should not select **Do Not Generate Reversal,** or your revaluation will be overstated.

Related Topics

- Application Fundamentals: Journal Generator Template - Defaults Page

Procurement Control - GL Templates Page

Use the Procurement Control - GL Templates page (BUS_UNIT_INTFC6) to attach PeopleSoft Payables journal generator templates to PeopleSoft General Ledger business units.

Navigation:

Set Up Financials/Supply Chain, and then **Business Unit Related**, and then **Procurement**, and then **Procurement Control**, and then **GL Templates**

Specify the PeopleSoft Payables journal generator templates for the PeopleSoft General Ledger business units. Journal generator templates include accruals, payments, cancels, closes, revaluations, and cash clearings.

Related Topics

- Procurement Control - GL Templates Page
  Use the Procurement Control - GL Templates (procurement control - general ledger templates) page (BUS_UNIT_INTFC6) to specify the payables journal templates.

Payables Definition - Definition Page

Use the Payables Definition - Definition page (BUS_UNIT_TBL_AP1) to select a revaluation posting option.

Navigation:

Set Up Financials/Supply Chain, and then **Business Unit Related**, and then **Payables**, and then **Payables Definition**, and then **Definition**

Select a revaluation posting option to determine how the transactions that you are revaluing are grouped.

Field or Control	Description
Unit (business unit)	The PS/AP Revaluation process creates one accounting entry for each business unit/ transaction currency combination.
Supplier	The PS/AP Revaluation process creates one accounting entry for each supplier/business unit/transaction currency combination. Grouping does not cross business units. For a supplier that has both gains and losses, only the net gain or loss is posted to PeopleSoft Payables and then to PeopleSoft General Ledger.
Voucher	The PS/AP Revaluation process creates one accounting entry for each voucher.

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Example: Defining Revaluation Posting Options

This table lists sample data for our example:

Business Unit	Supplier	Voucher	Loss/Gain	Transaction Currency
GBR01	VND1	VCHR1	100	GBP
GBR01	VND2	VCHR2	(50)	GBP
GBR01	VND2	VCHR3	25	GBP

Depending on the revaluation option that you select, the system generates the following entries:

1. For the business unit.

   There is one balanced entry per business transaction currency combination. In our example, both suppliers have the same currency so there is only one entry. If they had different currencies, there would have been two entries.

Business Unit	Supplier	Voucher	Loss/Gain	Transaction Currency
GBR01			75	GBP

2. For the supplier.

   There is one balanced entry per supplier, business unit, currency combination. The summation does not cross business units.

Business Unit	Supplier	Voucher	Loss/Gain	Transaction Currency
GBR01	VND1		100	GBP
GBR01	VND2		(25)	GBP

3. For the voucher.

   Each voucher creates a set of accounting entries; there is no summation.

Business Unit	Supplier	Voucher	Loss/Gain	Transaction Currency
GBR01	VND1	VCHR1	100	GBP
GBR01	VND2	VCHR2	(50)	GBP
GBR01	VND2	VCHR3	25	GBP

Related Topics

- Payables Definition - Definition Page
  Use the Business Unit ID Numbers page (BU_ID_NBRS_AP_SEC) to specify ID numbers to associate with the business unit.

Setting Up the PeopleSoft Financial Gateway Integration

To set up your PeopleSoft Financial Gateway integration, use the following components:

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- Source Registration (PMT_REGISTRATION).
- User Preferences (OPR_DEFAULT).
- Payment Selection Criteria (PYCYCL_DEFN).

This section provides an overview of the PeopleSoft Financial Gateway integration setup and lists prerequisites.

Pages Used to Set Up the PeopleSoft Financial Gateway Integration

Page Name	Definition Name	Usage
Source Registration Page	PMT_REGISTRATION	Register a subsystem to integrate with PeopleSoft Financial Gateway, and define high-level registration details.
PayCycle Page	OPR_DEF_TBL_PYCYCL	Define default output destinations for the Pay Cycle Manager and the Express Check Manager components. These default values are not required to perform any pay cycle process. See Establishing Payment Errors Email Notification
Payment Selection Criteria - Preferences Page	PYCYCL_DEFN_OPT	Set pay cycle general options.

Understanding PeopleSoft Financial Gateway Integration Setup

PeopleSoft Payables integrates with the PeopleSoft Financial Gateway functionality as an alternate electronic payment processing method. PeopleSoft Financial Gateway acts as a broker between PeopleSoft Payables and a financial institution, formatting payments and managing payment messages between the systems.

For PeopleSoft Payables, integration with the PeopleSoft Financial Gateway functionality involves the following steps:

1. Registering PeopleSoft Payables as a source subsystem with PeopleSoft Financial Gateway.
2. (Optional) Defining payment errors email notification defaults.

Source registration is a required implementation step. Once registered as a source subsystem, PeopleSoft Payables uses the existing PeopleSoft Financial Gateway infrastructure during pay cycle processing to settle PeopleSoft Financial Gateway-specific payments.

Registering PeopleSoft Payables also enables PeopleSoft eSettlements to integrate with PeopleSoft Financial Gateway. PeopleSoft eSettlements leverages both the PeopleSoft Financial Gateway and Payables infrastructures to manage PeopleSoft Financial Gateway-specific payments. As PeopleSoft eSettlements uses the existing architecture, it does not need to be registered as an independent source.

Oracle delivers default source registration data, applicable to most organization's needs.

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> **Important**
>
> You should carefully analyze the delivered data with your organization's business needs before changing any values. Editing certain registration values might adversely affect payments' settlement through the applications. Also, system administrators should configure the appropriate security for this page, limiting user access to avoid accidental edits.

After registering as a source, you can optionally set up payment errors email notifications. This alerts designated users when payments cannot be settled through PeopleSoft Financial Gateway.

Related Topics

- Pay Cycle Processing Using the PeopleSoft Financial Gateway
  This section discusses:

Prerequisite

To process payments through the PeopleSoft Financial Gateway, you must correctly configure and activate payments' bank accounts using the External Accounts - Payment Methods page. On the page, you must specify at least one layout that is settled by PeopleSoft Financial Gateway.

Related Topics

- PeopleSoft Banks Setup and Processing: External Accounts - Payment Methods Page

Source Registration Page

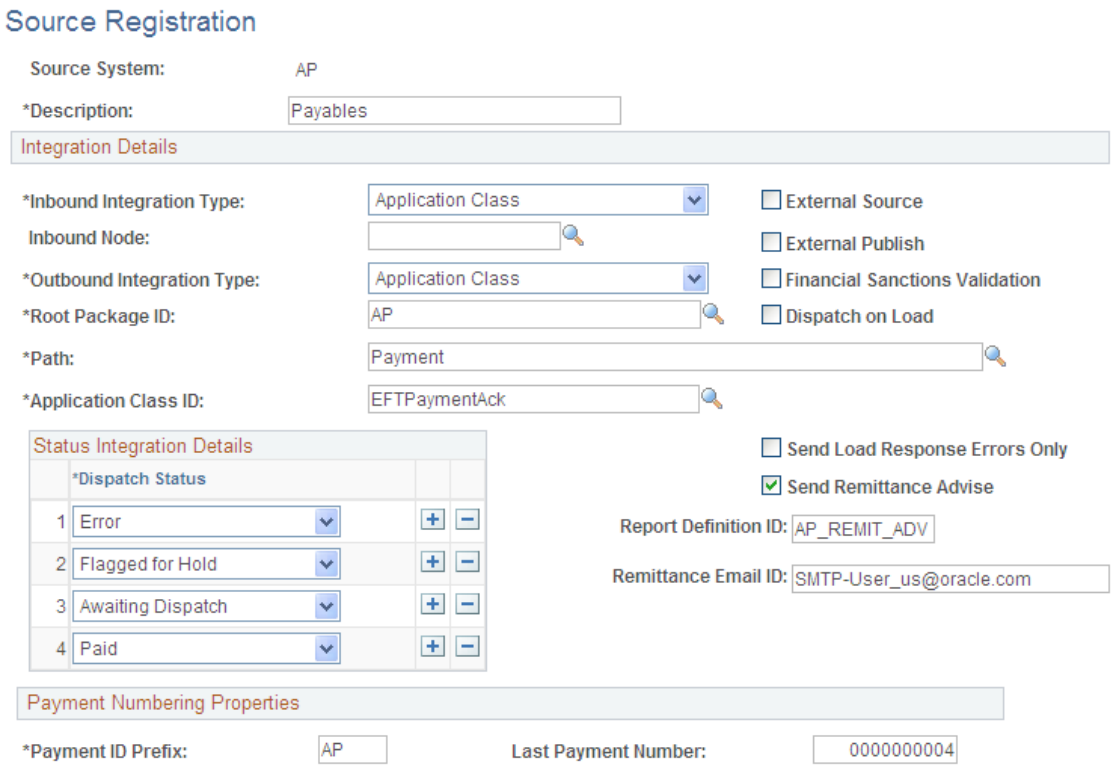
Use the Source Registration page (PMT_REGISTRATION) to register a subsystem to integrate with PeopleSoft Financial Gateway, and define high-level registration details.

Navigation:

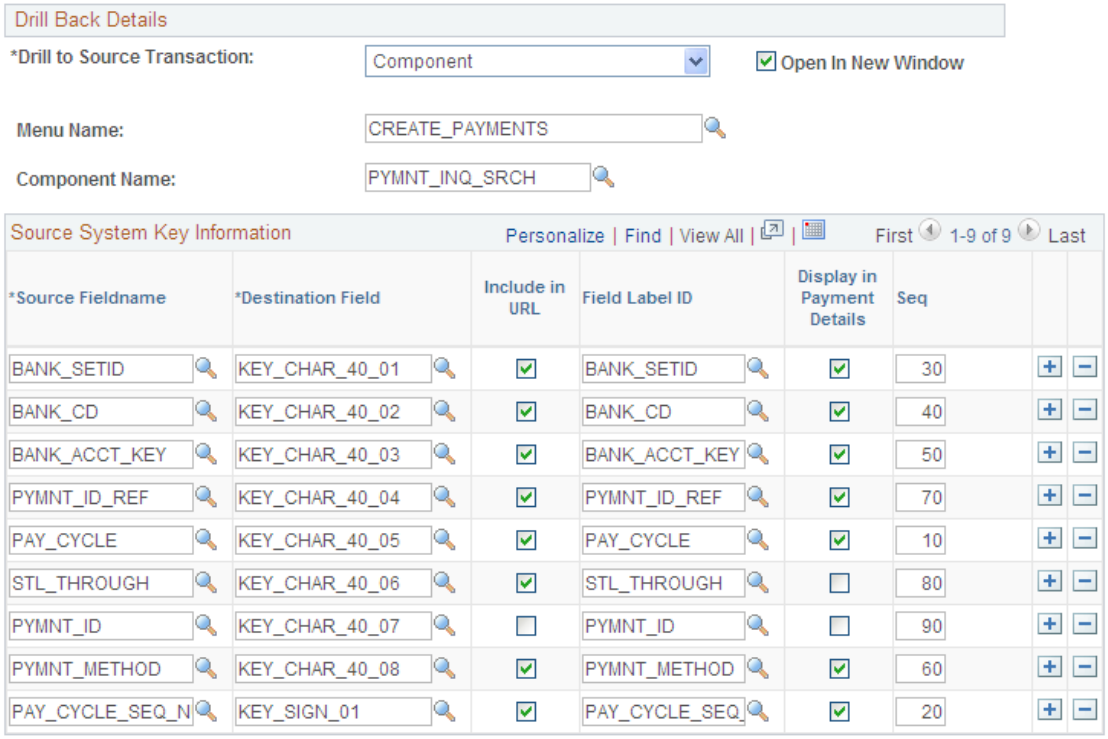
Financial Gateway, and then **Administration**, and then **Source Registration**

This example illustrates the fields and controls on the Source Registration page (1 of 2).

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This example illustrates the fields and controls on the Source Registration page (2 of 2).



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Oracle delivers PeopleSoft Payables with defined integration values, as shown in the page screenshots. Your organization's integration values may be different, based on your business needs.

You should avoid editing any of the delivered values, except for these:

- **Dispatch Status:** Add any required payment dispatch statuses.
- **Display in Payment Details:** Select or deselect check boxes to determine field display on the Review Payment Details page.
- **Seq** (sequence): If you select a field for display, entering a sequence value determines the display order. You can edit this value.

Related Topics

- PeopleSoft Financial Gateway: Understanding the Financial Gateway Integration Process

Establishing Payment Errors Email Notification

Use the PayCycle page (OPR_DEF_TBL_PYCYCL) to define default output destinations for the Pay Cycle Manager and the Express Check Manager components.

These default values are not required to perform any pay cycle process.

Navigation:

Set Up Financials/Supply Chain, and then **Common Definitions**, and then **User Preferences**, and then **Define User Preferences**

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

To establish payment error notification emails for user IDs:

1. Define an email address on the User Preferences - PayCycle page.
2. Define a payment error notification user ID on the Payment Selection Criteria - Preferences page.

See Application Fundamentals: User Preferences - PayCycle Page.

See Payment Selection Criteria - Preferences Page.

Setting Up Inquiry Search Criteria

This section discusses how to define inquiry search criteria.

Page Used to Set Up Inquiry Search Criteria

Page Name	Definition Name	Usage
Search Fields Configuration Page	SRCH_CONFIGURATION	Configure the search fields.

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Page Name	Definition Name	Usage
Named Search Criteria List Page	AP_SRCH_CRIT_DEFN	Create a search criteria definition for a user profile (used by one user or multiple users), and define the search criteria fields that display on specific PeopleSoft Payables inquiry components. When users access the system using the user profile, the system displays the defined search criteria for the Draft Inquiry, Payment Inquiry, Supplier Aging Inquiry, Supplier Balance Inquiry, Supplier Scheduled Payments Inquiry, and Voucher Inquiry search pages.

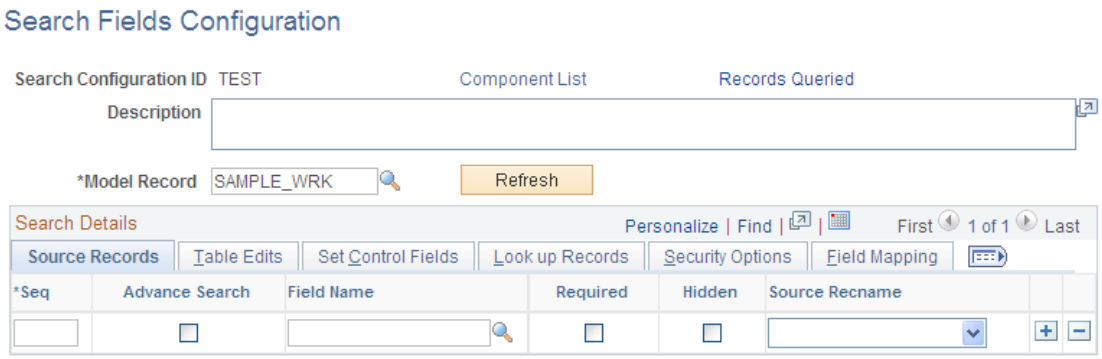
Search Fields Configuration Page

Use the Search Fields Configuration page (SRCH_CONFIGURATION) to configure the search fields in the components Matching Workbench, Financial Sanction, and Supplier Match Metrics.

Navigation:

Accounts Payable, and then **Review Accounts Payable Info**, and then **Payables Search Criteria**, and then **Search Fields Configuration**

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



Field or Control	Description
Component List	Click to view the Component Link page. Select the component from the list available.
Records Queried	Click this link and specify the record(s) this search is selecting against.

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Named Search Criteria List Page

Use the Named Search Criteria List page (AP_SRCH_CRIT_DEFN) to create a search criteria definition for a user profile (used by one user or multiple users), and define the search criteria fields that display on specific PeopleSoft Payables inquiry components.

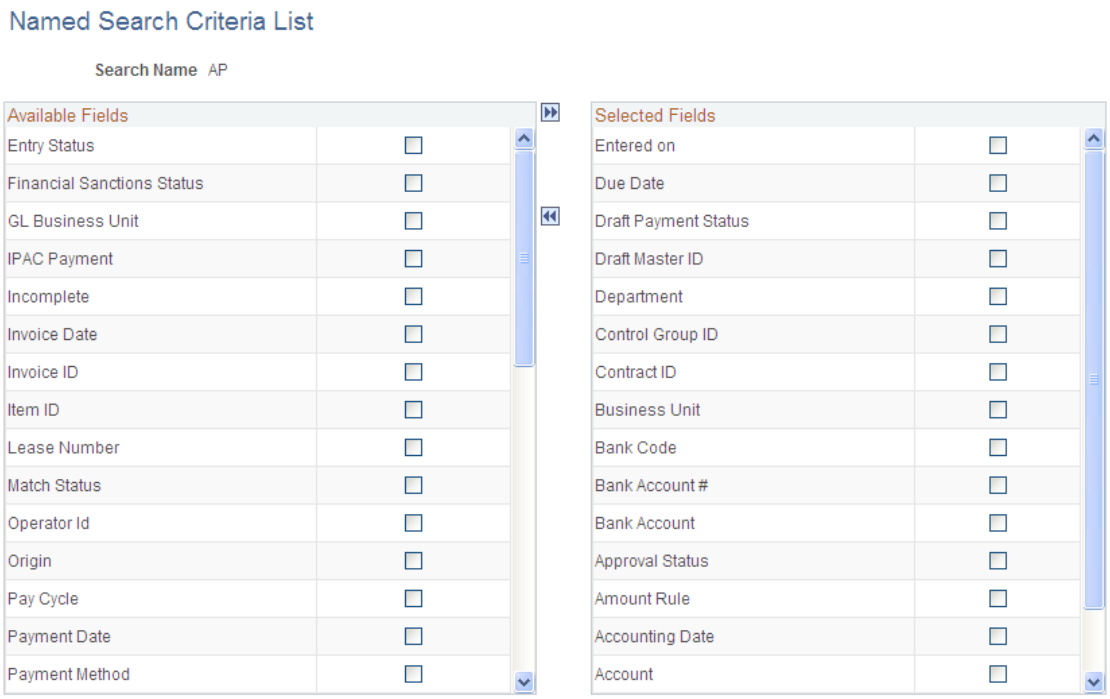
The Named Search Criteria is used for defining a template on the inquiry components namely, Draft Inquiry, Payment Inquiry, Supplier Aging Inquiry, Supplier Balance Inquiry, Supplier Scheduled Payments Inquiry, and Voucher Inquiry search pages. In the search criteria, you pick and choose from a list of pre-defined search fields and save it as a Search Name. The resulting search name is then available for use within the inquiry components.

When one of the above mentioned components is accessed for the first time in a particular session, the template named ALL appears by default. You may override the template at any time, and the selected template is active as long as the session is active.

Navigation:

Accounts Payable, and then **Review Accounts Payable Info**, and then **Payables Search Criteria**, and then **AP Search Criteria**

This example illustrates the fields and controls on the Named Search Criteria List page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Refresh	Select an available field's check box and click this button to move the field to the **Selected Fields** region. This adds the field to the defined user's search criteria for PeopleSoft Payables inquiry pages.

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Field or Control	Description
 **Move Selected Lines Down**	Select fields and click this button to remove fields from the Selected fields region; this removes them from the inquiry search criteria.

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10

Setting Up PeopleSoft Payables Accounting

Understanding the Accounting Environment Setup

This section discusses:

- Interunit accounting setup in PeopleSoft Payables.
- Posting method definition.
- ChartFields definitions in the accounting entry template.
- ChartFields definitions for PeopleSoft General Ledger business units.
- Period end accruals set up.

Interunit Accounting Setup in PeopleSoft Payables

Interunit transactions enable you to balance by the PeopleSoft General Ledger business unit. The system generates interunit due-to and due-from entries with respect to an anchor business unit. PeopleSoft Payables derives the anchor business unit from the context of the transaction.

Intraunit transactions enable you to balance on ChartFields other than the PeopleSoft General Ledger business unit. You can select how many and which ChartFields require balancing. You can achieve Intraunit balancing through inheritance or due-to and due-from balancing.

PeopleSoft Payables uses the Centralized Inter/IntraUnit Application Engine process (IU_PROCESSOR) to process intraunit and interunit accounting. This central processor generates interunit and intraunit accounting entries for all PeopleSoft financial products. In PeopleSoft Payables, both the Voucher Posting and Payment Posting Application Engine processes (AP_PSTVCHR and AP_PSTPYMNT, respectively) call the central processor to process the interunit and intraunit accounting entries. To enable PeopleSoft Payables to call the Centralized Inter/IntraUnit processor, you must complete several set up pages in the Inter/IntraUnits component.

Interunit accounting tracks interunit payables and receivables among PeopleSoft General Ledger business units. Interunit accounting occurs at the PeopleSoft General Ledger business unit level, independent of the PeopleSoft Payables business unit definition.

PeopleSoft Payables:

- Does not require netted interunit distribution and payments within the same general ledger account.
- Separates distribution and payment interunit entries.
- Supports interunit accounting among PeopleSoft General Ledger business units with different base currencies.

When you enter invoices for a vouchering (PeopleSoft Payables) business unit, the charged-to distribution (PeopleSoft General Ledger) business unit associated with that vouchering business unit appears by default in the **GL Unit** field on the distribution lines of the voucher. You can override that PeopleSoft General Ledger business unit. The PeopleSoft Payables

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business unit is the entity to which the supplier liability is recorded. The PeopleSoft General Ledger business unit is the entity to which the distribution line is recorded.

> **Note**
>
> When you enter interunit vouchers on the Invoice Information page, the header budget status changes from *Valid* to *Not Chck'd* (not checked). Run the Budget Processor COBOL process (FSPKBDP) to reset the status to *Valid* to make the voucher eligible for the Voucher Posting process.

If you prorate or allocate the nonmerchandise items, the system charges the PeopleSoft General Ledger business unit with both the merchandise costs and the nonmerchandise costs. If you do not prorate or allocate, the system charges all nonmerchandise items to the PeopleSoft Payables business unit and the merchandise to the PeopleSoft General Ledger business unit.

Balancing ChartFields and their relationship to a balanced set of accounts or books is central to interunit and intraunit processing, as well as ChartField inheritance. You can set up direct, indirect, or pairs balancing methods. If you use the direct balancing method, the system retrieves the due-to and due-from ChartFields that are used to balance each business unit in the transaction are retrieved the business unit's own inter/intraunit template definition. If you use the indirect balancing method, the system retrieves the due-to and due-from ChartFields from the affiliate business unit's inter/intraunit template definition. If you use the pairs balancing method, the system retrieves the due-to and due-from ChartFields from a definition for the pair of business units that are involved in the transaction. Pairs are defined on the InterUnit Pair Maintenance page.

> **Note**
>
> If your environment uses alternate accounts, use the direct balancing method.

Voucher Accounting Entries

The Affiliate ChartField displays the affiliate business unit that has been charged. If you change the PeopleSoft General Ledger business unit on the distribution line on the Invoice Information page, the system populates the Affiliate ChartField during the Voucher Posting process.

This table lists accounting entries for the voucher when you are using the direct balancing method:

Descr	Ledger	GL Unit	Affiliate	Acct
Expense Distribution	ACTUAL	US001		631000
InterUnit Payable	ACTUAL	US001	US003	100103
InterUnit Receivable	ACTUAL	US003	US001	100105
Accounts Payable	ACTUAL	US003		200000

In the direct balancing method, the system charges the business unit's ChartFields. In the previous table, PeopleSoft General Ledger business unit US001 uses account 100103 as its

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interunit payable account. In the direct balancing method, the system charges account 100103 (its own account).

This table lists the accounting entries for the voucher when you are using the indirect balancing method:

Descr	Ledger	GL Unit	Affiliate	Acct
Expense Distribution	ACTUAL	US001		631000
InterUnit Payable	ACTUAL	US001	US003	100105
InterUnit Receivable	ACTUAL	US003	US001	100103
Accounts Payable	ACTUAL	US003		200000

When you use indirect balancing method, the system charges the affiliate business unit's ChartFields instead of the business unit's ChartFields.

This table lists the accounting entries for the voucher when you are using the pairs balancing method:

Descr	Ledger	GL Unit	Affiliate	Acct
Expense Distribution	ACTUAL	US001		631000
InterUnit Payable	ACTUAL	US001	US003	100103
InterUnit Receivable	ACTUAL	US003	US001	100105
Accounts Payable	ACTUAL	US003		200000

In the pairs balancing method, the system charges the business units that are defined for the pair of business units involved in the transaction. In the previous table, the interunit payable account is defined as account 100103 for the US001:US003 pair, and the interunit receivable account is defined as account 100105.

Payment Accounting Entries

This table lists the accounting entries for the payments when you are using the direct balancing method:

Descr	Ledger	GL Unit	Affiliate	Acct
Accounts Payable	ACTUAL	US001		200000
InterUnit Payment Due To	ACTUAL	US001	US003	100103
InterUnit Payment Receivable	ACTUAL	US003	US001	100105
Cash Distribution	ACTUAL	US003		100041

This table lists the accounting entries for the payments when you are using the indirect balancing method:

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Descr	Ledger	GL Unit	Affiliate	Acct
Accounts Payable	ACTUAL	US001		200000
InterUnit Payment Due To	ACTUAL	US001	US003	100105
InterUnit Payment Receivable	ACTUAL	US003	US001	100103
Cash Distribution	ACTUAL	US003		100041

This table lists the accounting entries for the payments when you are using the pairs balancing method:

Descr	Ledger	GL Unit	Affiliate	Acct
Expense Distribution	ACTUAL	US001		631000
InterUnit Payable	ACTUAL	US001	US003	100103
InterUnit Receivable	ACTUAL	US003	US001	100105
Accounts Payable	ACTUAL	US003		200000

Related Topics

- Reviewing Posted Accounting Entries
- Application Fundamentals: Installation Options - Payables Page
- Application Fundamentals: Understanding PeopleSoft Interunit and Intraunit Functionality

Posting Method Definition

PeopleSoft Payables supports two posting methods of balancing voucher accruals and payments entries. These flexible posting methods define which ChartField values are inherited from the corresponding accounting entries. Define a posting method on the Installation Options - Payables page. The two posting methods are:

- Summary Control posting method.
- Detail Offset posting method.

Summary Control Posting Method

The Summary Control posting method balances vouchers at the voucher header level, rather than the individual lines, with summary control accounts such as the accounts payable accrual account for each voucher. It also creates summary expense accounts for nonmerchandise expenses like freight and sales and use tax if you elect not to prorate or allocate these nonmerchandise amounts to the voucher distribution lines. The Summary Control posting method creates one summary accounts payables accrual entry for all of the distribution lines.

The Summary Control posting method creates one summary cash distribution entry for each cash account defined on the External Banks page.

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> **Note**
>
> The Payment Posting process is not dependent on the Voucher Posting process.

Detail Offset Posting Method

The Detail Offset posting method balances each individual voucher distribution line. During the posting processes, offsets to the distribution lines and cash entries inherit the nonaccount ChartField values based on the established inheritance rules.

Offsets to the distribution lines inherit the nonaccount ChartField values and any other balanced ChartField values from the distribution line. Nonbalancing and nonaccount ChartFields also follow inheritance rules. The Detail Offset posting method creates accounts payable accrual entries for each distribution line.

Because each distribution line is balanced with an offsetting accounts payable accrual account, payments must be allocated to the distribution lines to properly relieve the accounts payable liability. This is done during the Payment Posting process.

> **Note**
>
> The Payment Posting process does not depend on the Voucher Posting process.
>
> The Detail Offset posting method does not support the expensing of nonmerchandise charges, early payment discounts, or discounts earned or lost. These charges are allocated, or prorated, back to the distribution line rather than being posted to summary accounts.

Using ChartField Inheritance with Posting Methods

The Detail Offset posting method can inherit header level ChartField values from the distribution line because each distribution line has its own accounts payable accrual (APA) entry.

The Summary Control posting method cannot use inheritance for header level ChartFields. Because the system creates only one APA entry for multiple distribution lines, it does not know from which distribution line to inherit the ChartField values.

Example 1: Summary Control Posting Inheritance (Allocate Freight)

This scenario assumes:

- Allocate freight.
- Only the fund code is balanced.
- No interunit accounting.
- PeopleSoft Payables header level entries, such as APA, inheritance options:

Field	Inheritance Option
FUND_CODE	*Use Unit Definition*
DEPTID	*Use Unit Definition*
PRODUCT	*Use Unit Definition*

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Field	Inheritance Option
All Others	*Do Not Inherit*

- PeopleSoft Payables distribution level entries, such as freight (FRG), inheritance options:

Field	Inheritance Option
OPERATING_UNIT	*Always Inherit*
FUND_CODE	*Always Inherit*
DEPTID	*Use Unit Definition*
PRODUCT	*Inherit Within Unit*
All Others	*Do Not Inherit*

This table illustrates the accounting results after running the Voucher Posting process:

Vchr/Distr Line Num	Distr Acct Type	Acct	Op Unit	Fund Code	DeptID	Product	Others
1 / 1	DST	621100	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.
1 / 1	FRG	635000	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from Inter/IntraUnit page in the General Ledger Definition component (BUS_UNIT_TBL_GL).	Inherits from voucher distribution line.	Inherits from accounting entry template.
1 / 2	DST	621100	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.
1 / 2	FRG	635000	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from Inter/IntraUnit page in General Ledger Definition component.	Inherits from voucher distribution line.	Inherits from accounting entry template.
99999 / 1	APA	200000	Inherits from accounting entry template	Inherits from Inter/IntraUnit page in the General Ledger Definition component.	Inherits from Inter/IntraUnit page in the General Ledger Definition component.	Inherits from Inter/IntraUnit page in the General Ledger Definition component.	Inherits from accounting entry template.

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Example 2: Summary Control Posting Inheritance (Expense Freight)

This scenario assumes:

- Expense freight.
- Only the fund code is balanced.
- No interunit accounting.
- PeopleSoft Payables header level entries, such as APA, inheritance options:

Field	Inheritance Option
FUND_CODE	*Use Unit Definition*
DEPTID	*Use Unit Definition*
PRODUCT	*Use Unit Definition*
All Others	*Do Not Inherit*

- PeopleSoft Payables distribution level entries, such as FRG, inheritance options:

Field	Inheritance Option
OPERATING_UNIT	*Always Inherit*
FUND_CODE	*Always Inherit*
DEPTID	*Use Unit Definition*
PRODUCT	*Inherit Within Unit*
All Others	*Do Not Inherit*

This table lists the accounting results after running the Voucher Posting process:

Vchr/Distr Line Num	Distr Acct Type	Acct	Op Unit	Fund Code	DeptID	Product	Others
1 / 1	DST	621100	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.
1 / 2	DST	621100	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.
99999 / 1	APA	200000	Inherits from accounting entry template.	Inherits from Inter/IntraUnit page in the General Ledger Definition component.	Inherits from Inter/IntraUnit page in the General Ledger Definition component.	Inherits from Inter/IntraUnit page in the General Ledger Definition component.	Inherits from accounting entry template.

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Vchr/Distr Line Num	Distr Acct Type	Acct	Op Unit	Fund Code	DeptID	Product	Others
99999 / 1	FRG	635000	Inherits from accounting entry template.	Inherits from Inter/IntraUnit page in the General Ledger Definition component.	Inherits from Inter/IntraUnit page in the General Ledger Definition component.	Inherits from Inter/IntraUnit page in the General Ledger Definition component.	Inherits from accounting entry template.

Example 3: Detail Offset Posting Inheritance

This scenario assumes:

- Allocate freight.
- No interunit accounting.
- PeopleSoft Payables header level entries, such as APA, inheritance options:

Field	Inheritance Option
FUND_CODE	*Always Inherit*
DEPTID	*Inherit Within Unit*
PRODUCT	*Use Unit Definition*
All Others	*Do Not Inherit*

- PeopleSoft Payables distribution level entries, such as FRG, inheritance options:

Field	Inheritance Option
OPERATING_UNIT	*Always Inherit*
FUND_CODE	*Always Inherit*
DEPTID	*Use Unit Definition*
PRODUCT	*Inherit Within Unit*
All Others	*Do Not Inherit*

The accounting results after running the Voucher Posting process:

Vchr/Distr Line Num	Distr Acct Type	Acct	Op Unit	Fund Code	DeptID	Product	Others
1 / 1	APA	200000	Inherits from accounting entry template	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from Inter/IntraUnit page in the General Ledger Definition component.	Inherits from accounting entry template.

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Vchr/Distr Line Num	Distr Acct Type	Acct	Op Unit	Fund Code	DeptID	Product	Others
1 / 1	DST	621100	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.
1 / 1	FRG	635000	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from Inter/IntraUnit page in the General Ledger Definition component.	Inherits from voucher distribution line.	Inherits from accounting entry template.
1 / 2	APA	200000	Inherits from accounting entry template	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from Inter/IntraUnit page in the General Ledger Definition component.	Inherits from accounting entry template.
1 / 2	DST	621100	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.
1 / 2	FRG	635000	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from Inter/IntraUnit page in the General Ledger Definition component.	Inherits from voucher distribution line.	Inherits from accounting entry template.

Related Topics

- Application Fundamentals: Installation Options - Payables Page

ChartFields Definitions in the Accounting Entry Template

When setting up inheritance for PeopleSoft Payables, if you select *Do Not Inherit* as the inheritance option for an inheritance group, the system uses the ChartField values that were established on the accounting entry template to generate the appropriate accounting entry lines.

Related Topics

- Application Fundamentals: Accounting Entry Template Page

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ChartFields Definitions for PeopleSoft General Ledger Business Units

When setting up inheritance for PeopleSoft Payables, if you select *Use Unit Default* as the inheritance option for an inheritance group, the system uses the ChartField values that were established on the PeopleSoft General Ledger business unit to generate the appropriate accounting entry lines.

If you select *Inherit Within Unit* as the inheritance value and the entries are for different PeopleSoft General Ledger business units, the system also uses the ChartField values that were established on the PeopleSoft General Ledger business unit to generate the appropriate accounting entry lines.

Related Topics

- Application Fundamentals: General Ledger Definition - Inter/IntraUnit Page

Prerequisites

Before you can use the Voucher and Payment Posting processes, you must:

1. Complete general ledger setup.

   Before you set up inheritance in PeopleSoft Payables, define SetIDs, ledgers, and PeopleSoft General Ledger business units. Non bank-related inheritance options are maintained by SetID and inheritance group. Bank inheritance options are maintained by bank account.
2. Set up interunit accounting.
3. Define a posting method on the Installation Options - Payables page.
4. Define accounting entry templates on the Accounting Entry Template page.
5. Define ChartFields for PeopleSoft General Ledger business units.
6. Define inheritance options.

Related Topics

- Application Fundamentals: Understanding Ledgers
- Application Fundamentals: Installation Options - Payables Page
- Application Fundamentals: Accounting Entry Template Page
- Application Fundamentals: General Ledger Definition - Inter/IntraUnit Page

Setting Up ChartField Inheritance Options

This section provides an overview of ChartField inheritance setup and discusses how to:

- Define non bank-related ChartField inheritance options.
- Define bank-related ChartField inheritance options.
- Validate posting setup.

Understanding ChartField Inheritance Setup

Inheritance refers to the process by which transactions are forced to balance by automatically copying, or inheriting, ChartField values from one entry in the transaction to other entries in the

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transaction. Values for nonbalancing ChartFields can also be inherited to provide additional detail for financial analysis. You can specify which ChartFields are automatically inherited for PeopleSoft Payables.

ChartField inheritance means that any offset entries created for distribution lines or payment entries inherit nonaccount ChartFields when they are created. ChartField inheritance enables the user to select the source of certain ChartField values on certain system-generated accounting entries.

For example, when posting PeopleSoft Payables vouchers, the user can choose to have the fund code on the supplier liability entry come from either the voucher distribution line, the PeopleSoft General Ledger business unit default values, or the accounting entry template.

Important

When balancing by ChartFields, you must first establish inheritance options for each ChartField during implementation. Doing this prevents the system from posting the balancing entries to a rounding account. To correct entries posted to a rounding account, you must manually create PeopleSoft General Ledger journal entries to the appropriate ChartField accounts.

See ChartField Options Page.

Note

If you implement the PeopleSoft Project Costing application, the system displays an additional six project that are related ChartFields. If you do not install PeopleSoft Project Costing, only the **Project** ChartField appears.

ChartField Inheritance Page

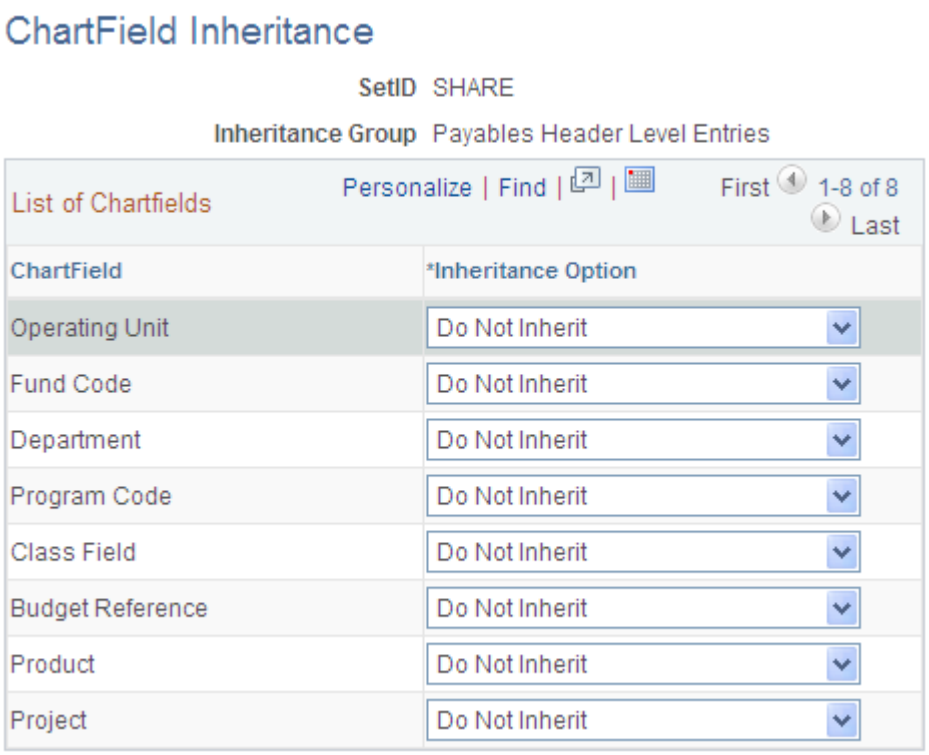
Use the ChartField Inheritance page(CF_INHERIT) to specify inheritance options for all non bank-related accounting entries, such as supplier liabilities, customer receivables, VAT, expenses, and so on.

Navigation:

Setup Financials/Supply Chain, and then **Common Definitions**, and then **Design ChartFields** , and then **ChartField Inheritance**

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

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Field or Control	Description
Inheritance Group	PeopleSoft Payables is delivered with three inheritance groups: *Payables Header Level Entries:* Defines the inheritance to use when generating entries for the vouchering PeopleSoft General Ledger business unit. The PeopleSoft Payables liability entry uses this inheritance group. *Payables Distrib Level Entries* (payables distribution level entries): Defines the inheritance to use when generating entries for the distribution line PeopleSoft General Ledger business unit. Allocated freight uses this inheritance group. *Payables VAT Non-Recoverable:* Defines the inheritance to use in generating nonrecoverable VAT entries. **Note:** To fully understand how these inheritance groups work, you must also understand how allocation and proration work in PeopleSoft Payables.

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Field or Control	Description
Inheritance Option	Select an inheritance option for each ChartField within each of the three PeopleSoft Payables inheritance groups. Values are: *Always Inherit:* The ChartField value is always inherited from the distribution entries on the transaction, regardless of whether the ChartField value is in the same PeopleSoft General Ledger business unit. Select this value only if all business units share the same ChartField values; otherwise, the inherited value could be invalid. *Do Not Inherit:* The ChartField value is inherited from the accounting template for that distribution account type (DST_ACCT_TYPE), not from the transaction itself. *Inherit Within Unit:* The ChartField value is inherited from the distribution entries on the transaction, but only if the other entry is in the same PeopleSoft General Ledger business unit. Otherwise, the system uses the business unit default (of the nondistribution PeopleSoft General Ledger business unit). *Use Unit Definition:* The ChartField value is the default value that is associated with the PeopleSoft General Ledger business unit. Default values come from the values on the Inter/IntraUnit page in the General Ledger Definition component (BUS_UNIT_TBL_GL).

Setting Up Inheritance Options

For inheritance to generate the appropriate accounting entry lines, set up your inheritance options using the following guidelines.

This table lists the options for balanced and nonbalanced ChartFields for each inheritance group when you use the Summary Control posting method:

Inheritance Group	Balance ChartField	Nonbalanced ChartField
Payables header level entries	*Use Unit Definition*	*Use Unit Definition, Do Not Inherit*
Payables distribution level entries	*Always Inherit*	Any of the four options
Payables VAT nonrecoverable	*Always Inherit, Inherit Within Unit*	Any of the four options

This table lists the options for balanced and nonbalanced ChartFields for each inheritance group when you use the Detail Offset posting method:

Inheritance Group	Balance ChartField	Nonbalanced ChartField
Payables header level entries	*Always Inherit, Inherit Within Unit*	Any of the four options
Payables distribution level entries	*Always Inherit*	Any of the four options

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Inheritance Group	Balance ChartField	Nonbalanced ChartField
Payables VAT nonrecoverable	*Always Inherit, Inherit Within Unit*	Any of the four options

Define ChartFields as balanced or nonbalanced in the Detail Ledger Group component (DETAIL_LEDGER_GROU).

Related Topics

- Procurement Control - Non-Merch Charges Page
  Use the Procurement Control - Non-Merch Charges (procurement control - nonmerchandise charges) page (BUS_UNIT_INTFC3) to define proration, allocation, and expensing options for nonmerchandise charges.
- Application Fundamentals: Linking Ledgers to a Ledger Group
- Application Fundamentals: Using ChartField Inheritance

ChartField Options Page

Use the ChartField Options page (BNK_CF_OPTIONS_SEC) to specify inheritance options for PeopleSoft Payables bank-related accounting entries, such as cash, cash clearing, draft control, and so on.

Navigation:

Click the Edit Inheritance Options button next to an account type field on the External Accounts page

The ChartField Options page is similar to the ChartField Inheritance page except that you specify options for bank-related accounting entries.

Field or Control	Description
Acct Type (account type)	You must set up bank-related ChartField inheritance options for three account types (SetID, bank, and account) for payment posting. Use the same inheritance options for all three of these account types: *Payables Cash Account:* The ChartFields used to process cash entries. *Payables Control Account:* The ChartFields used with cash clearing and disbursements in transit. *Payables Draft Account:* The ChartFields used to process drafts.

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Field or Control	Description
Inheritance Option	Select an inheritance option for each ChartField name within each of the three PeopleSoft Payables account types: *Always Inherit:* Cash ChartFields come from the offsetting accounts payable accrual entry. *Do Not Inherit:* This is the default value. ChartField values are explicitly defined on the **ChartFields** tab of the External Accounts page by the user. If you change from *Do not Inherit* to another value, when you click **OK** and return to the External Accounts page, the ChartField that you changed is no longer available for entry. When creating the cash clearing entries during the Payment Posting process, the system uses the default values from the External Account page for that SetID, bank, account, and distribution account type. *Inherit Within Unit:* Cash ChartFields come from the offsetting entry if the ChartField is within the same business unit. If the entry is not from the same PeopleSoft General Ledger business unit, values come from the business unit that appears by default for the PeopleSoft General Ledger business unit that is associated with the bank. *Use Unit Definition:* Default values come from the values on the Inter/IntraUnit page in the General Ledger Definition component, regardless of the offsetting transaction. This is based on the PeopleSoft General Ledger business unit of the bank.

Related Topics

- PeopleSoft Banks Setup and Processing: Defining External Account Information

Posting Setup Validation Page

Use the Posting Setup Validation page (AP_VAL_INHRIT_RQST) to run the Validate Posting Setup Application Engine process (AP_VALCFINH) to verify that you have set up inheritance correctly and completely for PeopleSoft Payables.

Navigation:

Accounts Payable, and then **Batch Processes**, and then **Validate Posting Set Up**, and then **Posting Setup Validation**

Use this page to run the Validate Posting Setup Application Engine process (AP_VALCFINH), which verifies that you have set up your ChartField inheritance correctly. This process finds any set up issues that might cause problems for the PeopleSoft Payables Voucher and Payment Posting processes and posts them to the Process Message Log. Potential issues include:

- Any SetID/AP inheritance group combinations in which ChartField inheritance has not been defined.
- Any bank ChartField inheritance that has not been defined for banks with PeopleSoft Payables setup.

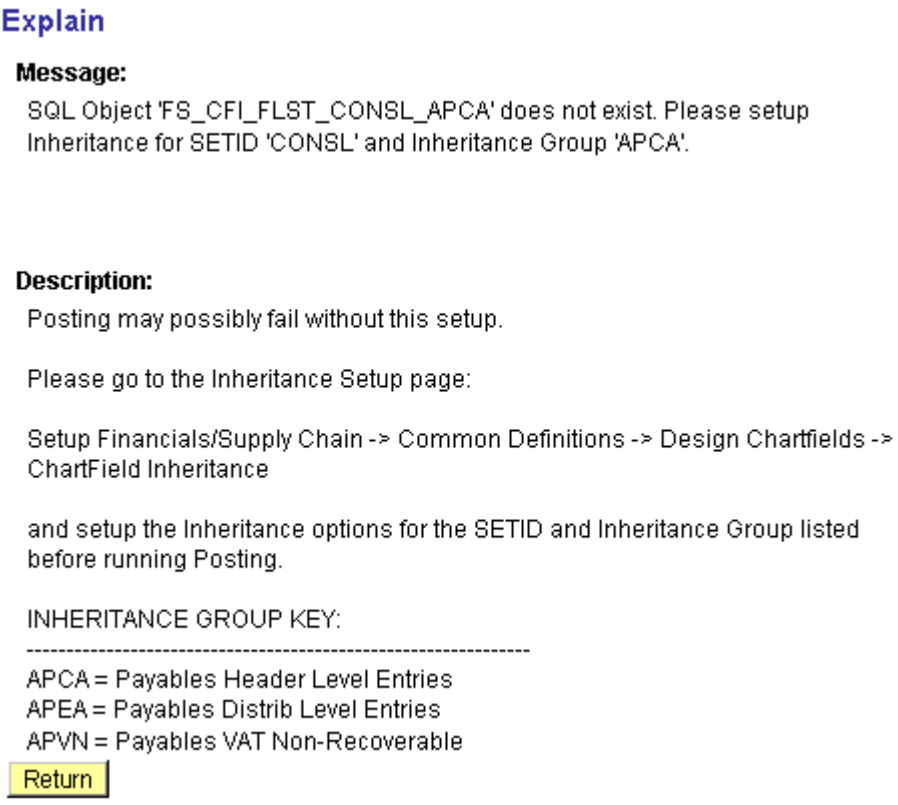
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- Any SetID/AP inheritance group that has been defined but has an invalid option.
- Any procurement accounting controls for business units with invalid allocations.

To view the error messages:

1. Click the **Process Monitor** link on the Posting Setup Validation page.
2. Click the **Details** link on the Process List page.
3. Click the **Message Log** link on the Process Details page.
4. Click the **Explain** button on the Message Log page.

This diagram shows the posting setup issues on the Explain page (PMN_MSG_EXPLAIN).



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(USF) Setting Up PeopleSoft Payables for U.S. Federal Agencies

Setting Up EFT and ACH Payment Formats

To set up EFT and ACH payment formats, use the following components:

- EFT Layout (EFT_LAYOUT).
- ACH Layout (ACH_LAYOUT).

This section provides an overview of EFT and ACH payment format setup and lists the pages used to set up EFT and ACH Payment formats.

Pages Used to Set Up EFT and ACH Payment Formats

Page Name	Definition Name	Usage
EFT File Layouts Page	EFT_LAYOUT	View, modify, and add any EFT layouts. See PeopleSoft Banks Setup and Processing 9.2 PeopleBook, “Setting Up Files for Electronic Funds Transfers,” Managing EFT File Layouts.
ACH File Layout Page	ACH_LAYOUT	Create identifying information for ACH files. See PeopleSoft Banks Setup and Processing 9.2 PeopleBook, “Setting Up Files for Electronic Funds Transfers,” Defining ACH Layouts.

Understanding EFT and ACH Payment Format Setup

The PeopleSoft system provides a number of EFT and ACH layouts for transmitting U.S. Federal payments:

Format	Layout Name
CTX (Corporate Trade Exchange) flat file payment order	CTX
CTX ASC X12 820 payment order	CTX820FED
SPS vendor check payment	SPSCHK
SPS vendor ACH payment (CCD+)	SPSVNDR
SPS vendor ACH payment (CCD+) - Same Day	SPSVNDRSDA

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Format	Layout Name
Bulk vendor ACH payment (CCD+) — Same Day	PAMVNDRSDA
SPS travel ACH payment (PPD+)	SPSTRVL
SPS travel ACH payment (PPD+) - Same Day	SPSTRVLSDA
Bulk travel ACH payment (PPD+) — Same Day	PAMTRVLSDA
SPS Miscellaneous payment	SPSMISC
SPS Miscellaneous payment - Same Day	SPSMISCSDA
Bulk Miscellaneous ACH payment — Same Day	PAMMISCSDA
SPS IAT Travel	SPSIATTRVL
SPS IAT Vendor	SPSIATVNDR
SPS IAT Miscallaneous	SPSIATMISC
SPS Same day payment request	SPSSDPR
IPAC (Intra-Governmental Payment and Collections)	IPAC
Bulk vendor check payment	PAMCHK
Bulk Misc IAT ACH Payment	PAMIATMISC
Bulk Travel IAT ACH Payment	PAMIATTRVL
Bulk Vendor IAT ACH Payment	PAMIATVNDR
Bulk Misc ACH Payment	PAMMISC
Bulk Travel ACH Payment	PAMTRVL
Bulk Vendor ACH Payment	PAMVNDR
Federal PAMCTX	PAMCTX

> **Note**
>
> The SPSSDPR layout is used to request Wire payments through the Federal Reserve Bank and is not ACH. This layout is used for large dollar amount same day requests.

When you set up each format on the EFT File Layouts and ACH File Layout pages, you can indicate if the payment format applies to employee payments, non-employee payments, or both. This allows an edit upon saving a voucher that enforces the following U.S. Federal rules:

- Employee ACH payments are generated as PPD or PPD+ payments only.
- Non-employee ACH payments are generated as CCD, CCD+, or CTX payments only.

> **Note**
>
> It is up to you to select whether a payment format applies to employee payments, non-employee payments, or both, but you should select these values based on the requirements laid out by the U.S. Department of Treasury

PeopleSoft Payables also enforces that all EFT/ACH payments contain a bank ID, bank routing number (DFI ID), and bank account number.

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> **Note**
>
> The Discretionary Data (Payment ID) field that the ACH payment file format displays is for internal use only and customers can select the required format to display the field value.

> **Note**
>
> The new PAM file layout codes (EFT/ACH codes) must be established in the customers' appropriate external bank account setup. Add them, in order to use at the voucher level.

NACHA Rule Application

NACHA rules apply while creating payments using ACH / EFT payment methods with any of the following layouts: CCD+, CCD, PPD, CTX, CTX820FED, PAMCTX. These are applied to each payment amounting to a maximum value of 99999999.99 USD and the total payment amounting to a maximum of 9999999999.99 USD.

The system applies the NACHA limit check by splitting the payment based on the following:

- Remit SetID
- Remit Supplier
- Remit Supplier Address
- Remit Supplier Location
- Remit Bank SetID
- Remit Bank CD
- Remit Bank Account Key
- Remit Bank Account

> **Note**
>
> This criteria is specific to NACHA limit check and is different from the regular payment split criteria applied in Pay Cycle creation.

To access the EFT File Layouts page, use the navigation: **Set Up Financials/Supply Chain**, and then **Common Definitions**, and then **EFT**, and then **EFT File Layout**, and then **EFT File Layouts**

To access the ACH File Layout page, use the navigation: **Set Up Financials/Supply Chain**, and then **Common Definitions**, and then **EFT**, and then **ACH Layout**, and then **ACH File Layout**

Related Topics

- PeopleSoft Banks Setup and Processing: Understanding U.S. Federal ACH and EFT Layouts

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Defining Agency Location Codes

To set up agency location codes, use the Agency Location component (AGENCY_LOC_CD).

This section provides an overview of agency location codes and discusses how to define agency location codes and specify government-wide accounting (GWA) reporting options.

Pages Used to Set Up Agency Location Codes

Page Name	Definition Name	Usage
Agency Location Code Page	AGENCY_LOC_CD	Create agency location codes for federal payment schedules.
GWA Reporting Options Page	AGENCY_LOC_CD2	Specify the business activity and reporter category combination for the agency location code to be used for federal reporting.
IPAC Fields Page	ALC_IPAC_FLDS	Define the IPAC fields

Understanding Agency Location Codes

If you represent a U.S. Federal agency, you probably pay your suppliers through a Treasury Disbursing Office (TDO). You identify your TDOs with Agency Location Codes (ALC). Define an eight-digit ALC for each TDO you set up and assign it to the TDO on the Bank Information page. If you represent a U.S. Federal agency that does not disburse through a TDO, you can set up ALCs that bypass the voucher save edit that enforces eight-digit ALCs.

If you represent a U.S. Federal agency that uses the Intra-Governmental Payment and Collection System (IPAC), then you must also define an ALC for each of the suppliers you pay through IPAC.

The business activity you define for your ALCs on the GWA Reporting Options page determines what type of cash transaction activity you report on the SF224 Statement of Cash Transactions report. The business activity and reporter category combination you define for your ALCs determines what cash reclassification transactions you report on the Partial 224 report. The Partial 224 report is an effort by the U.S. Treasury to ultimately phase out the SF224 Statement of Cash Transactions report over the next several years by having agencies report collection and disbursement activity with a new Business Event Type Code (BETC). Once the cash activity includes the BETC you only need to report cash reclassifications via the Partial 224 report. The U.S. Treasury is taking a phased approach to modify financial systems that agencies interface with today to include the BETC code. These systems include IPAC for collections and payments, CashLink for collections, and Secure Payment System (SPS) for payments. The U.S. Treasury requires systems to accommodate future implementation of BETC and therefore, exclude activity from the Partial 224 report that includes the BETC code.

> **Warning**
>
> The reporting of cash reclassifications for the new Partial 224 report is not applicable until the U.S. Treasury completes their requirements for Business Event Type Codes (BETC). The U.S. Treasury plans on phasing the BETC requirements towards the end of 2006. Please contact the U.S. Treasury for more information.

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Related Topics

- PeopleSoft Banks Setup and Processing: Defining Bank Information
- PeopleSoft General Ledger: Defining, Generating, Creating, and Printing CTA, SF1219, and SF1220 Reports
- Reclassifying Federal Cash Transactions for Partial 224 Reporting
  This section provides an overview of cash reclassification reporting and discusses how to manage cash reclassification transactions.

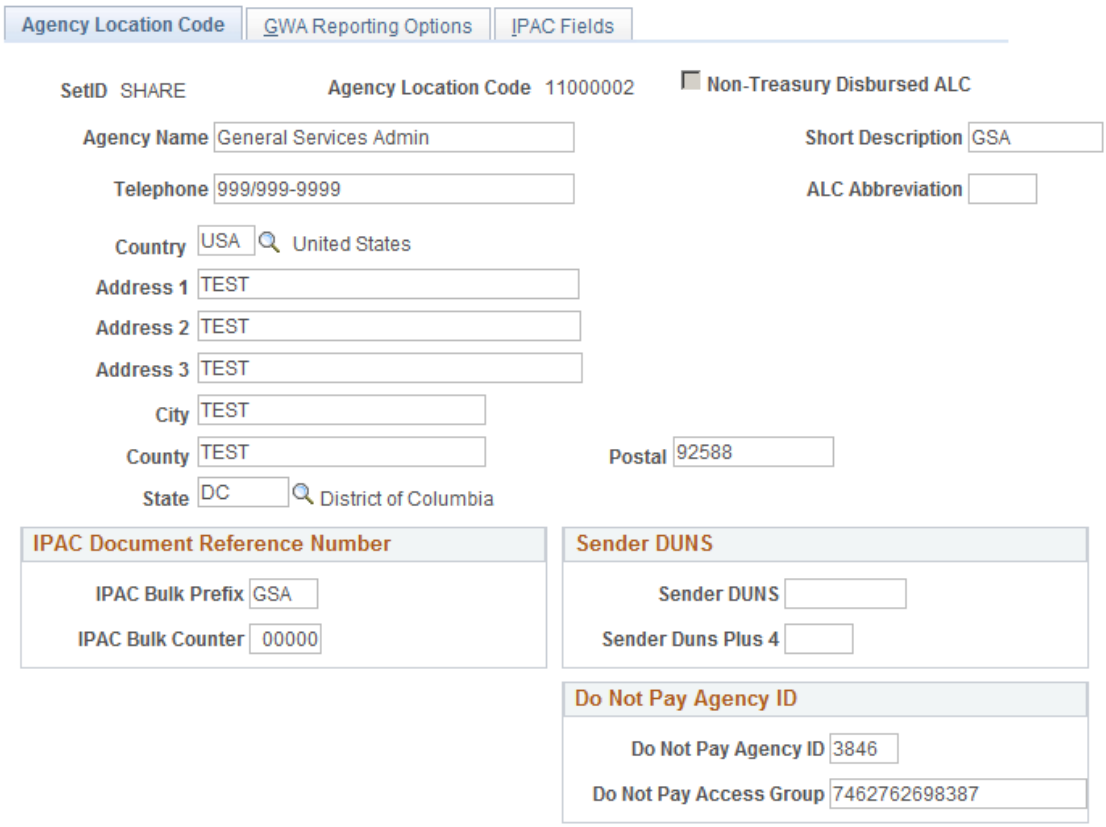
Agency Location Code Page

Use the Agency Location Code page (AGENCY_LOC_CD) to create agency location codes for federal payment schedules.

Navigation:

Set Up Financials/Supply Chain, and then **Common Definitions**, and then **Agency Location Codes**, and then **Agency Location**, and then **Agency Location Code**

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



Enter agency name and address information for the ALC.

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Field or Control	Description
Non-Treasury Disbursed ALC	Select if this ALC does not disburse payments through a U.S. Federal TDO. This enables the vouchers paid from this ALC to bypass the edit for an eight-digit numeric ALC, which means that you can enter an ALC of one to eight alphanumeric values.
ALC Abbreviation	Enter an abbreviation value for the ALC code.
IPAC Bulk Prefix	Enter a 3-digit alphanumeric prefix to be used by PeopleSoft in creating unique document reference numbers (to differentiate from the Department of Treasury document reference numbers) for those Agency Location Codes that are used to send payments and collections.
IPAC Bulk Counter	Enter the beginning number from which to increment the sequential counter for the document reference number.
Sender DUNS and **Sender Duns Plus 4**	Enter Sender DUNS and Sender Duns Plus 4 values for your specific ALC. These fields can be made required or optional on the IPAC Fields page. The Receiver DUNS and DUNS Plus 4 values are stored on the Supplier - Identifying Information page. **Note:** If Sender DUNS and/or Sender DUNS Plus 4 is/are entered on the ALC page and if they are marked as Required on IPAC Fields page, then these value(s) are used as default value(s) for IPAC payments.
Do Not Pay Agency ID	Enter a 2-4 digit value, which is registered in the U.S. Federal Government Do Not Pay application.
Do Not Pay Access Group	Enter the access group value that is assigned to your agency.

Related Topics

- Application Fundamentals: Defining Agency Location Codes

GWA Reporting Options Page

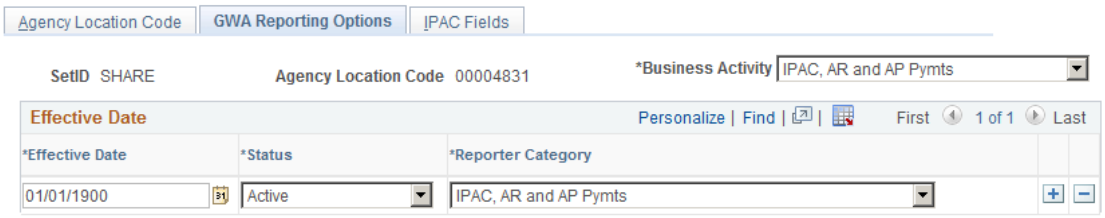
Use the GWA Reporting Options page (AGENCY_LOC_CD2) to specify the business activity and reporter category combination for the agency location code to be used for federal reporting.

Navigation:

Set Up Financials/Supply Chain, and then **Common Definitions**, and then **Agency Location Codes**, and then **Agency Location**, and then **GWA Reporting Options**

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

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The business activity you define for your ALCs on this page determines what type of cash transaction activity you report on the SF224 Statement of Cash Transactions report. The business activity and reporter category combination you define determines what cash reclassification transactions you report on the Partial 224 report.

Field or Control	Description
Business Activity	Enter the business activity type for the agency location code. The business activity type identifies the types of transactions an ALC reports on the SF224/CTA Statement of Cash Transactions report. The business activity type specifies which systems the ALC utilizes at the U.S. Treasury to process cash transactions. It drives the Business Exception Activity report so actual data that is not applicable for a particular ALC is presented on the exception report to be identified and corrected by the Agency. Options include: *AP Payments Only.* *AP Payments and AR.* *AR Only.* *IPAC Only.* *IPAC and AP Pymts.* *IPAC and AR.* *IPAC, AR and AP Pymts.* *No Business Activity Type.*
Status	Select *Active* or *Inactive*. Enter an effective date for the status and reporter category.

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Field or Control	Description
Reporter Category	Enter a GWA reporter category code. The reporter category code identifies which systems are supporting the BETC code for detailed transactions. This also drives whether an ALC is ready to use the Partial 224 reporting capabilities. Select a GWA reporter category code for this agency location code. The reporter category can be equivalent to the business activity type, a subset of the business activity type, or a non-reporter. For example, if you select the IPAC and AP Pymts business activity type, the valid selections are IPAC Only, AP Payments Only, IPAC and AP Pymts, or Non Reporter. If either the Sender or Receiver ALC has one of the following four Reporter Category values, then that ALC agency is a GWA reporter for PIR: *AP Payments Only.* *AP Payments and AR.* *AR Only.* *IPAC Only.* *IPAC and AP Pymts.* *IPAC and AR.* *IPAC, AR and AP Pymts.* *Non Reporter.* **Note:** If you select IPAC reporter category, TAS/BETC information is required for IPAC payments. This information appears when you save the GWA Reporting Options page. **Note:** To be a full GWA Reporter “IPAC, AR and AP Pymts” should be selected.

Related Topics

- Application Fundamentals: Agency Location Code - GWA Reporting Options Page

IPAC Fields Page

Use the IPAC Fields page (ALC_IPAC_FLDS) to allow federal customers, who utilize the IPAC functionality, to define the IPAC fields as required or optional. IPAC fields on this page can be set to required or optional for both Sender and Receiver agencies.

Navigation:

Set Up Financials/Supply Chain, and then **Common Definitions**, and then **Agency Location Codes**, and then **Agency Location**, and then **IPAC Fields**

This example illustrates the fields and controls on the IPAC Fields page.

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Field or Control	Description
Required Field	Select the Required Field check box to define the selected field as required for this ALC.
Start Date and **End Date**	The date fields will be active only when you select the Required field. Start Date must be the current date or greater and the End Date must be at least one day greater than the start date.

Related Topics

- Application Fundamentals: Defining Agency Location Codes

Setting Up Suppliers for Federal Payment Processing

When you, as a U.S. Federal agency, set up suppliers for payment processing, you may want to specify the default payment schedule type and date basis calculation type for the supplier, along with the standard supplier setup. You can also set up these options at other levels in the PeopleSoft Payables control hierarchy: business unit, origin, and control group.

For suppliers, you enter this information on the Federal page in the Supplier Information component, which is available only when you have Enable Federal Payments selected on the Installation Options - Payables page.

When you set up other U.S. Federal agencies as suppliers, you may also identify the suppliers as federal agencies and enter the supplier's ALC and trading partner code. The ALC is required if the supplier is used for inbound or outbound IPAC processing. You enter this information on the Supplier Information - Federal page, as well.

Specific federal payment processes may require particular supplier setup. See the sections of this book that discuss those processes.

Related Topics

- PeopleSoft Source to Settle Common Information: Understanding Supplier Maintenance

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Defining Federal Spending Regions

Pages Used to Define Federal Spending Regions

Page Name	Definition Name	Usage
Spending Region Install Option Page	SPNDNG_REG_INST	Specify the ChartField to be used for spending region codes and select processing options.
ChartField Values Page	FS_CF_VALUE_HOME	Access ChartFields to define spending region codes for your established spending region ChartField.
Chartfield Attributes Page	CF_ATTRIB_VALUES	Select user-defined values to support intraunit consolidations and Federal requirements for reporting and payment processing. See ChartField Values Page
Spending Region Definition Page	SPNDNG_REG_DFN	Link spending region codes to the appropriate state. You set up one spending region definition (with one or many spending region codes) for each state. You must enter the country and state codes to access the page.

Prerequisite

To define spending region ChartField values, you must first define them on the ChartField Attributes page.

Related Topics

- Application Fundamentals: ChartField Attributes Page

Spending Region Install Option Page

Use the Spending Region Install Option page (SPNDNG_REG_INST) to specify the ChartField to be used for spending region codes and select processing options.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Federal Spending Region**, and then **Spending Region Installation**, and then **Spending Region Install Option**

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Field or Control	Description
Spending Region	Enter the ChartField that will store your spending region codes. This should be a ChartField that is not used for other types of values. For example, you should not select *Account.*
Purchasing/Accts. Payable Edit group box (purchasing and accounts payable edit group box)	Select the option to use for validating spending regions on purchase orders and vouchers: • *No Edit:* The system does not edit for the correct spending region ChartField value on purchase orders or vouchers. • *Required:* The system performs an edit requiring that you enter a spending region ChartField value on the distribution lines and that this value matches a spending region defined for the state indicated on the address for the supplier location. If the spending region ChartField value is not one of those defined for the state and SetID, then you can save the voucher but the system displays an error message and the voucher is placed in *Recycle* status until you correct it. • *Optional:* The system edits for the correct spending region ChartField value (as with the *Required* option) only if you enter one. • *Prohibited:* The system validates that no spending region ChartField value is entered in the document. If a value is present, then you can save the document but the system displays an error message and the document is placed on hold until you correct it.

ChartField Values Page

Use the ChartField Values page (FS_CF_VALUE_HOME) to access ChartFields to define spending region codes for your established spending region ChartField.

Navigation:

Set Up Financials/Supply Chain, and then **Common Definitions**, and then **Design ChartFields**, and then **Define Values**, and then **Define ChartField Value**

To define spending region ChartField values:

1. Select your spending region ChartField on the ChartField Values page.

   This is the ChartField you defined on the Spending Region Installation page.
2. Access the respective ChartField definition page, and click **Attributes.**
3. Select the appropriate ChartField attributes and ChartField attribute values for the spending regions.

To access the Chartfield Attributes page, click the Attributes link on one of the applicable ChartField pages you accessed from the ChartField Values page.

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Spending Region Definition Page

Use the Spending Region Definition page (SPNDNG_REG_DFN) to link spending region codes to the appropriate state.

You set up one spending region definition (with one or many spending region codes) for each state. You must enter the country and state codes to access the page.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Federal Spending Region**, and then **Spending Region Definition**

Enter a SetID and spending region ChartField value for each spending region code you want to associated with the state. You can link multiple spending regions codes to a state, and link the same spending region code to multiple states.

Note that each spending region ChartField value row is keyed by SetID. Therefore, if your supplier-to-ChartField relationships involve multiple SetIDs, you should add a row for each SetID and spending region code combination. For example, assume you are setting up a spending region definition for the state of Alaska, and you have one spending region code—6—for the state. If the suppliers in SetID US001 share access to one set of ChartField values and the suppliers in SetID US002 share access to another set of ChartField values, then you should enter two rows:

1. SetID US001; spending region code *6.*
2. SetID US002; spending region code *6.*

Defining Regional Financial Codes

To set up regional financial codes, use the Regional Financial Code component (RFC_CODE).

This section provides an overview of regional finance code definitions and lists a page used to define regional financial codes.

Page Used to Define Regional Financial Codes

Page Name	Definition Name	Usage
Regional Financial Code Page	RFC_CODE_TBL	Define regional finance codes.

Related Topics

- PeopleSoft Banks Setup and Processing: Defining External Account Information

Understanding Regional Finance Code Definition

You define regional financial codes to produce federal SPS summary data files. First you create a regional financial code, then specify it on the External Accounts page. Next, on the SPS Summary Totals (secure payment system summary totals) page, you specify the code before generating the summary data file to send to the Department of Treasury.

To access the Regional Financial Code page, use the navigation: **Set Up Financials/Supply Chain**, and then **Product Related**, and then **Procurement Options**, and then **Management**, and then **Regional Financial Code**

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Specifying Restrictions for Federal Payment Schedules

To set up federal payment schedule restrictions, use the Payment Schedule component (SCHD_PYMNT_MTHD).

This section provides an overview of federal payment schedule restrictions and discusses how to specify federal payment schedule restrictions.

Page Used to Specify Restrictions for Federal Payment Schedules

Page Name	Definition Name	Usage
Payment Schedule Restrictions Page	SCHD_PYMNT_MTHD	Apply restrictions to the number of payments and appropriations per federal payment schedule for each payment method and EFT layout combination that will use federal payment schedules. In add mode, if you enter an EFT or ACH payment method, you must also enter an EFT layout code. You are not required to enter an EFT layout code if you enter a non-EFT payment method.

Understanding Federal Payment Schedule Restrictions

If you use federal payment schedules you must define the maximum number of payments and maximum number of appropriations you want included on each payment schedule. When the maximum number of payments or appropriations is reached, the system assigns the remaining payments in a pay cycle to a new Treasury schedule ID. If you are a GWA Reporter, you must also specify the number of TAS/BETC per Schedule and TAS/BETC per Payment restrictions. The number of TAS/BETC per Schedule should be set to 1,000 and the number of TAS/BETC per Payment should be set to 100. The number of TAS/BETC per Payment restriction will be checked during online voucher entry as well as pay cycle time. If the restriction is exceeded during voucher online entry the voucher will not be saved until the voucher distributions are reduced below the restriction that has been established. Since vouchers can be combined during pay cycle processing into a single payment, the TAS/BETC per Payment restriction can also be exceeded. If the number of restrictions is exceeded during pay cycle processing all vouchers making up the payment will be set to an error status in pay cycle. The TAS/BETC per Schedule restriction is checked during pay cycle processing. Once the number of unique TAS/BETCs exceeds the restriction a new Treasury schedule ID will be created.

Payment Schedule Restrictions Page

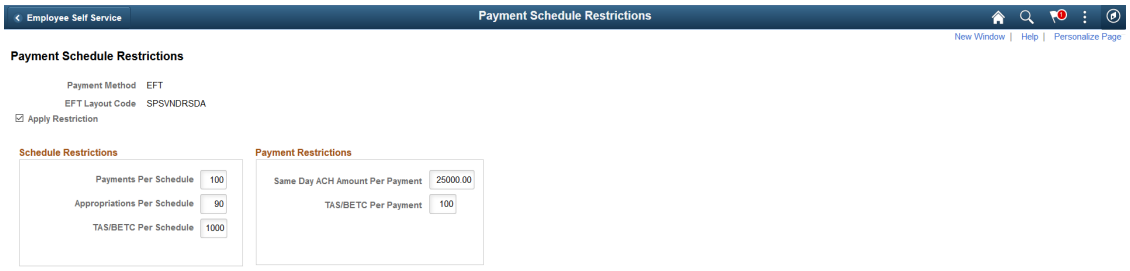
Use the Payment Schedule Restrictions page (SCHD_PYMNT_MTHD) to apply restrictions to the number of payments and appropriations per federal payment schedule for each payment method and EFT layout combination that will use federal payment schedules. If you are a GWA Reporter, you must specify the TAS/BETC per Schedule and per Payment restrictions. For PAM layout codes only the TAS/BETC per Schedule and TAS/BETC per Payment restrictions will be established, Payments per Schedule and Appropriations per Schedule will be disabled.

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Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Payments**, and then **Federal Payment Schedule**, and then **Payment Schedule Restrictions**

This example illustrates the fields and controls on the Payment Schedule Restrictions page.



Field or Control	Description
Apply Restriction	Select to restrict the number of payments and appropriations payments per schedule.
Payments Per Schedule	Enter the maximum number of payments you want included on each payment schedule. PeopleSoft Payables refers to this setting during the Pay Cycle selection process as it creates schedules. Once the number of payments reaches this value, the system generates a new schedule ID. **Note:** The Apply Restriction check box and the Payments Per Schedule field are applicable only for SPS and non GWA payments. The same are disabled for Standard Payment Request (SPR).
Appropriations per Schedule	Enter the maximum number of appropriations the system may generate on a payment schedule. **Note:** The Payments Per Schedule and the Appropriations Per Schedule fields are applicable only for non-bulk payments, like SPS. These two fields are not required for bulk payments, like SF1166.
TAS/BETC Per Schedule	Enter the maximum number of TAS/BETCs per payment schedule. The U.S. Department of Treasury standard is 1000 per schedule. Once the entered limit is crossed, a new federal payment schedule is created during pay cycle processing.
Same Day ACH Amount Per Payment	Enter the maximum individual payment amount for Same Day ACH. This field is only available if the EFT layout code is SPSVNDRSDA, SPSTRVLSDA, SPSMISCSDA, PAMVNDRSDA, PAMTRVLSDA, PAMMISCSDA, and may not be Zero.

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Field or Control	Description
TAS/BETC Per Payment	Enter the maximum number of TAS/BETCs per payment. The U.S. Department of Treasury standard is 100 per payment. Once the entered limit is exceeded, the vouchers corresponding to the payment will be marked as error during pay cycle processing. The restriction will also be checked during online voucher entry. If the voucher's unique TAS/BETC combinations exceed the restriction, an error message will be displayed. The voucher distributions will need to be modified to reduce the number of unique TAS/BETC's so that the voucher can be saved.

Configuring Workstations for IPAC Inbound Processing

This section discusses how to configure workstations for IPAC inbound processing.

Configuring Workstations for IPAC Inbound Processing

To configure a workstation for IPAC inbound processing:

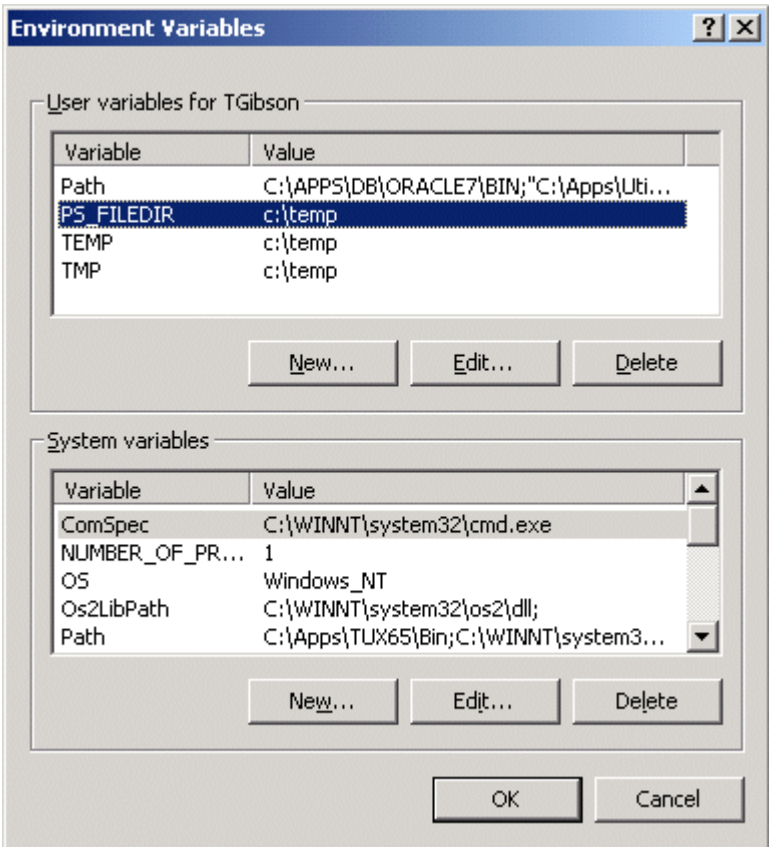
1. On the workstation, go to Windows Start, Settings, System, Advanced, and click the Environment Variables button to access the Environment Variables dialog box.
2. In the Environment Variables dialog box, enter a new user variable of *PS_FILEDIR* with a value of *c:\temp.*

   Although the value is *c:\temp,* the flat file does not need to be located in the c:\temp file.
3. Click OK.

See the following screenshot:

This example illustrates the fields and controls on the Configuring a workstation for loading inbound IPAC flat files to PeopleSoft Payables.

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Setting Up SAM Processing

This section provides an overview and discusses how to of set up System for Award Management (SAM) Processing.

Pages Used to Set Up SAM Processing

Page Name	Definition Name	Usage
Federal Processing Options Page	INSTALLATION_FD	Enable SAM processing for suppliers or customers.
Maintain SAM Codes Page	MAINTAIN_USF_CODES	Maintain government mandated code types.
Supplier - Identifying Information Page	VNDR_ID1	Enter identifying information for a supplier, including the supplier name and short name, classification, SAM status, persistence, withholding and VAT eligibility, relationships with other suppliers, duplicate invoice checking settings, and additional identifying elements required for reporting to government agencies.

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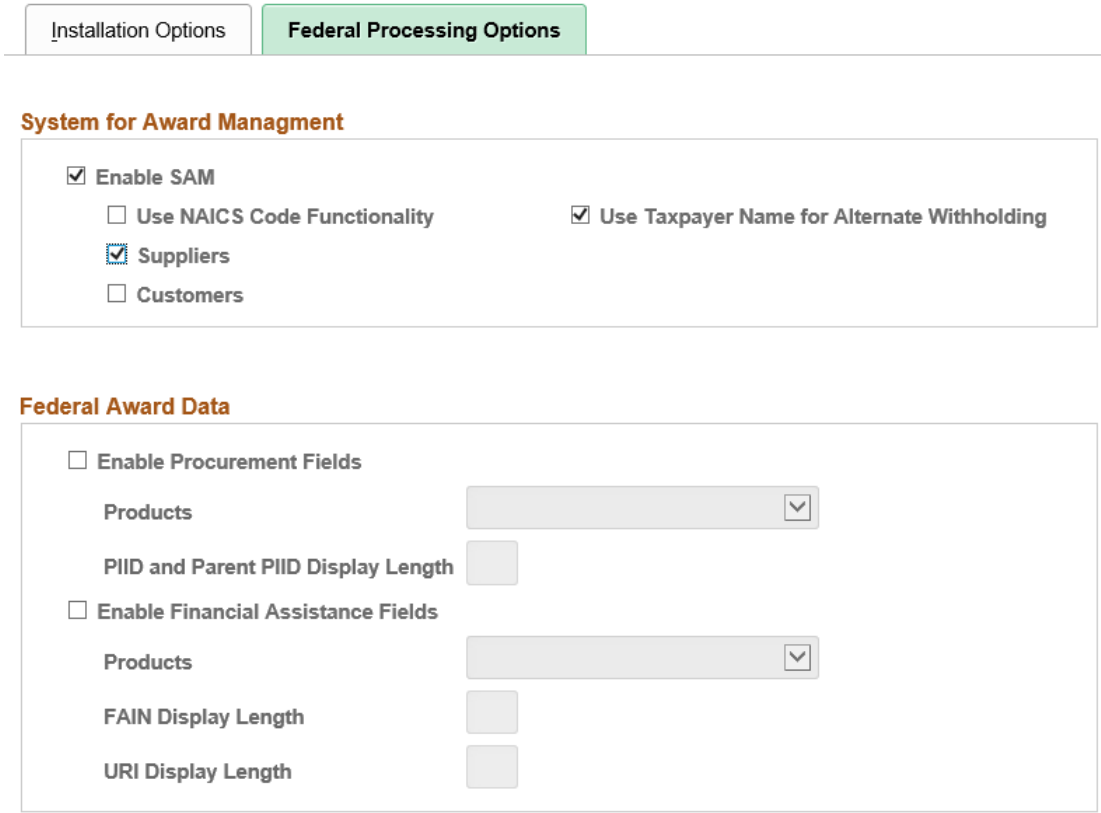
Federal Processing Options Page

Use the Federal Processing Options page (INSTALLATION_FD) to enable SAM processing for suppliers or customers.

Navigation:

Set Up Financials/Supply Chain, and then **Install**, and then **Installation Options**, and then **Federal Processing**

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



Field or Control	Description
Enable SAM	Select to enable SAM processing for the implementation.
Use NAICS Code Functionality (North American Industry Classification System)	Select to indicate that your PeopleSoft Payables implementation already has updated NAICS codes, and that the system should use these updated codes for SAM processing on the Standard Industry Codes table (Set Up Financials/Supply Chain, Common Definitions, Customers, Standard Industry Codes).

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Field or Control	Description
Suppliers	Select to allow users to create suppliers from SAM data. **Note:** If unselected, the **Use Taxpayer Name for Withholding** field appears as display-only.
Customers	Select to allow users to create customers from SAM data.
Use Taxpayer Name for Withholding	Select to enable the PeopleSoft system to compare the name entered in the **SAM Taxpayer Name** field with the name entered in the PeopleSoft Supplier information. If a value is entered in the **SAM Taxpayer Name** field and is different from the value entered in the **Supplier Name** field on the PeopleSoft Source to Settle Common Information: Identifying Information Page then the Load SAM process updates the **Withholding Alternate name** field on the PeopleSoft Source to Settle Common Information: Supplier Information - Address Page for all addresses, after truncating the number of characters to forty (40). A message is displayed when the Withholding Alternate Name is updated and when the SAM Taxpayer Name is truncated if the update was performed during the on-line creation of a supplier. The Summary Messages section of the Inquire SAM File Information Page is updated with the changes mentioned above if the update was performed in the Load process.

Maintain SAM Codes Page

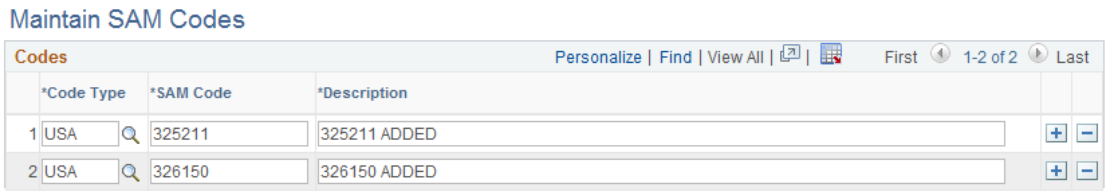
Use the Maintain SAM Codes (MAINTAIN_USF_CODES) page to maintain government mandated code types with the corresponding SAM code and description for your installation, which is used instead of using pre-defined NAICS codes on the Standard Industry Codes table.

Navigation:

Supplier, and then **System for Award Management** , and then **Maintain SAM Codes** .

Customers, and then **Customer Information** , and then **System for Award Management** , and then **Maintain SAM Codes** .

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



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Field or Control	Description
Code Type	Select a code type from the following, and enter the corresponding SAM code and description: • *BUS*: Business Types • *PSC*: Public Service Codes • *SBA*: SBA Business Types • *USA*: NAICS Code • *USE*: NAICS Exception Codes • *USP*: Primary NAICS Codes

Supplier - Identifying Information Page

Use the Supplier - Identifying Information page (VNDR_ID1) to define SAM status for a supplier.

Navigation:

Suppliers, and then **Supplier Information**, and then **Add/Update**, and then **Supplier**, and then **Identifying Information**

Field or Control	Description
SAM Status	Select the applicable registration status: • *Active:* Select if the supplier has an active SAM registration. You can also use this status when entering a supplier manually and want it to be updated by SAM. • *Exempt:* Select if the supplier is exempt from SAM registration requirements. • *UnReg* (unregistered): Select if this supplier is pending registration with SAM. This status is for SAM suppliers created in the system using staged data. **Note:** If the Federal agency data has expired and a supplier already exists for this entity the SAM status will be set to *Expired*.

Related Topics

- PeopleSoft Source to Settle Common Information: Supplier - Identifying Information Page

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12

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

Establishing PeopleSoft-Only Sales and Use Tax Processing

This section provides an overview of PeopleSoft-only sales and use tax processing, and discusses how to set up PeopleSoft-only sales and use tax processing options.

Understanding PeopleSoft-Only Sales and Use Tax Processing

This section discusses:

- Default logic for tax applicability and codes.
- Sales and use tax calculations.
- Calculation examples.

Tax applicability and tax codes are derived by ship to location, item, ultimate use code, and supplier. The value of the **Tax Destination** field is used to look up default values. The default values for tax applicability and tax codes are defined with ship to locations on the Ship To Locations page.

Default Logic for Tax Applicability and Codes

The following table describes the logic that the system uses to populate the tax applicability and tax codes onto the voucher line. You can override these default values at any time, and the system recalculates the values based on your new choices rather than the original defaults.

This defaulting logic is the only mechanism for defaulting tax applicability and tax codes.

When the system finds a match, it uses the matching row and exits the routine. If no match is found, the routine continues to the next step.

Condition	Logic
If voucher line has an item, ultimate use code, and category:	1. Looks for match in default table with the supplier ID and supplier location on the voucher header. 2. Looks for match on supplier only.
If voucher line has an item and ultimate use code:	1. Looks for match in default table with the supplier ID and supplier location on the voucher header. 2. Looks for match on supplier only.

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Condition	Logic
If voucher line has a category and ultimate use code:	1. Looks for match in default table with the supplier ID and supplier location on the voucher header. 2. Looks for match on supplier only.
If voucher line has an item and category:	1. Looks for match in default table with the supplier ID and supplier location on the voucher header. 2. Looks for match on the supplier only.
If voucher line has an item:	1. Looks for match in default table with the supplier ID and supplier location on the voucher header. 2. Looks for match on supplier only.
If voucher line has a category:	1. Looks for match in default table with the supplier ID and supplier location on the voucher header. 2. Looks for match on supplier only.
If voucher line has an ultimate use code:	1. Looks for match in default table with the supplier ID and supplier location on the voucher header. 2. Looks for match on supplier only.
Action:	1. Match on supplier ID and supplier location on voucher header. 2. Match on supplier ID on voucher header.
If voucher line has an item, ultimate use code, and category:	Looks for match in default table with no supplier and supplier location.
If voucher line has an item and ultimate use code:	Looks for match in default table with no supplier and supplier location.
If voucher line has a category and ultimate use code:	Looks for match in default table with no supplier and supplier location.
If voucher line has an item and category:	Looks for match in default table with no supplier and supplier location.
If voucher line has an item:	Looks for match in default table with no supplier and supplier location.
If voucher line has a category:	Looks for match in default table with no supplier and supplier location.
If voucher line has an ultimate use code:	Looks for match in default table with no supplier and supplier location.
Action:	1. Match on all default rules for the ship to location. 2. Set voucher line to exempt if no default row found.

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Sales and Use Tax Calculations

The system calculates sales and use tax by applying the tax rate for the tax code on each voucher line against the taxable basis amount. After the system calculates all of the voucher lines, it compares the calculated sales tax amount against the amount of sales tax input on the Voucher Invoice Information page. When there is a difference between calculated sales tax and input sales tax, the system prorates the sales tax amount on the voucher across voucher lines that are sales tax applicable.

When the calculated sales tax amount is zero, the system prorates sales tax on the voucher by the percentage of each voucher line's basis amount, divided by the total sales tax basis amount of all voucher lines that have been designated as sales tax applicable. If a sales tax amount is calculated using the applicable tax rate, the sales tax input on the voucher is prorated by the percentage of the calculated sales tax for that line, divided by the total calculated sales tax amount for the voucher.

The system accrues the difference between calculated sales tax and the voucher sales tax amount as use tax if the **Sales and Use Tax Edit Message** field on the Payables Definition - Tax Options page is set to *Warning* and the sales tax tolerance levels are exceeded. The system processes accrued use tax entries in the same way as calculated use tax charges. No amount is accrued if the sales tax tolerance levels are not exceeded.

Calculation Examples

This section discusses:

- Example 1
- Example 2

The following examples are based upon certain assumptions.

Tax codes and rates include:

Tax Code	Tax Rate
Sales1	2%
Sales2	4%
Sales3	6%
Sales4	8%
Use1	1%

Ship to A:

Appl	Sales Tax Code	Use Tax Code	Ultimate Use Code	Category	Item	Supplier	Location
Taxable	Sales1	Use1					
Direct Pay	Sales2	Sales2	MFG				
Exempt			RSCH		ItemA		
Taxable	Sales3	Sales3				SupplierA	Main
Exempt			RSL				
Taxable	Sales4	Sales4			ItemA	SupplierA	Main

Ship to B:

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Appl	Sales Tax Code	Use Tax Code	Ultimate Use Code	Category	Item	Supplier	Location
Exonerated							

Example 1

This example is based upon the following assumptions:

- Accrue difference is not applicable.
- Tolerance checking is not performed.

Vchr ID	Total	Entered Tax	Supplier	Loc	Ship To	Item	Use Code	Tax Code	Calc Sales Tax	Calc Use Tax
A	1000	10	SupplierB	Main	A			Sales1	20.00	0.00
B	1000		SupplierB	Main	A		MFG	Sales2	0.00	40.00*
C	1000		SupplierB		A	ItemA	RSCH		0.00	0.00
D	1000	10	SupplierA	Main	A			Sales3	60.00	0.00
E	1000		SupplierB		A		RSL		0.00	0.00
F	1000	10	SupplierA		A	ItemA		Sales4	80.00	0.00
G	1000		SupplierB		B				0.00	0.00**

* The direct pay certificate is copied onto the voucher. The sales tax rate is used and the use tax is calculated.

** The exoneration certificate is copied onto the voucher. No tax is calculated.

> **Note**
>
> It is your organization's responsibility to provide the appropriate certificates when claiming an exemption. The system only displays a warning message if this field is left blank in the shipping information group box.

Example 2

This example is based upon the following assumptions:

- Accrue difference is selected.
- Tolerance checking is not performed or set to warning.

  If tolerance checking is not performed, the system accrues use tax charges whenever the sales tax calculated on the voucher is greater than the sales tax amount input by the user.

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If tolerance checking is set to warning and the sales tax tolerance levels are exceeded, the system accrues the difference as use tax charges.

Vchr ID	Total	Ent Tax	Supplier	Loc	Ship To	Item	Use Code	Tax Code	Calc Sales Tax	Calc Use Tax
A	1000	10	SupplierB	Main	A	N/A	N/A	Sales1	20.00	10.00
B	1000	N/A	SupplierB	Main	A	N/A	MFG	Sales2	0.00	40.00*
C	1000	N/A	SupplierB		A	ItemA	RSCH		0.00	0.00
D	1000	10	SupplierA	Main	A	N/A	N/A	Sales3	60.00	50.00
E	1000		SupplierB	N/A	A	N/A	RSL	N/A	0.00	0.00
F	1000	10	SupplierA	N/A	A	ItemA	N/A	Sales4	80.00	70.00
G	1000	N/A	SupplierB	N/A	B	N/A	N/A	N/A	0.00	0.00**

* The direct pay certificate is copied onto the voucher. The sales tax rate is used and the use tax is calculated.

** The exoneration certificate is copied onto the voucher. No tax is calculated.

> **Note**
>
> You must accept the calculated tax amount if tolerance checking is set to error.

Related Topics

- Payables Definition - Tax Options Page
  Use the Payables Definition - Tax Options page (BUS_UNIT_TBL_AP2) to specify sales and use tax options and VAT options for the business unit.
- Payables Options - Tax Options Page
  Use the Payables Options - Tax Options page (BU_AP_OPT_TAX) to specify sales tax, use tax, and VAT options for the SetID.

Setting Up PeopleSoft-Only Sales and Use Tax Processing Options

In PeopleSoft Payables, sales and use tax data elements are defaulted from the control tables to minimize repetitive data entry. After the setup, you only enter exceptions to the default rules that you have defined. Sales and use tax default rules follow the PeopleSoft Payables control hierarchy. Values at the business unit level default to the transaction level unless you override the defaults with values stored at an intermediate level, such as voucher origin, control group, or supplier. Sales and use tax defaults and calculations depend on how you set up the following data elements in the table below:

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Task	PeopleSoft Page	Comments	Hierarchy Level
1. Define tax authority codes.	Tax Authorities page	See Application Fundamentals: Defining Sales and Use Tax Authorities and Codes.	N/A
2. Define sales and use tax codes.	Tax Codes page	See Application Fundamentals: Defining Sales and Use Tax Authorities and Codes.	N/A
3. Define Ultimate Use codes (optional).	Ultimate Use Codes page	See Application Fundamentals: Ultimate Use Codes Page.	N/A
4. Define sales and use tax defaults for ship to locations.	Ship To Locations page Click the **Sales/Use Tax** link to access the Sales and Use Tax Defaults page.	See PeopleSoft Source to Settle Common Information: Sales/Use Tax Page.	N/A
5. Define sales and use tax options for the business unit.	Payables Definition - Tax Options page	See Payables Definition - Tax Options Page.	Business unit
6. Specify sales tax tolerances for the business unit.	Payables Options - Tax Options page	See Payables Options - Tax Options Page.	Business unit
7. Specify sales and use tax parameters for voucher origins.	Voucher Origin – Tax Options page	See Voucher Origin - Tax Options Page.	Voucher origin
8. Specify sales and use tax parameters for control groups.	Group Information – Tax Options page	See Group Information - Tax Options Page.	Control group
9. Define sales and use tax defaults for suppliers.	Supplier Information - Location page Click the Procurement link to define Ordering and Ship From location addresses. Click the Sales/Use Tax link to define sales and use tax options.		Supplier
10. Specify sales and use tax options for vouchers.	Invoice Information page Click the **Sales/Use Tax** link to access the Invoice Line Tax Information page.	See Entering Invoice Information for Online Vouchers.	Voucher

Establishing Taxware and Vertex Sales and Use Tax Processing

This section discusses setting up Taxware and Vertex processing options.

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Setting Up Taxware and Vertex Processing Options

Taxware and Vertex are third-party applications that calculate sales and use tax with procurement data from PeopleSoft. PeopleSoft Payables integration makes it possible for these applications to use the same hierarchical default structure that is applied to PeopleSoft processing. To successfully implement a third-party application with the PeopleSoft Payables system, you must complete setup tasks in addition to the setup tasks for PeopleSoft-only sales and use tax processing. These tasks are also in addition to installing Taxware or Vertex:

Task	PeopleSoft Page	Comments	Hierarchy Level
1. Enable Taxware or Vertex for your PeopleSoft system.	Installation Options - Overall page Tax Provider Installation page	See Application Fundamentals: Installation Options - Overall Page. See Application Fundamentals: Defining Tax Provider Installation Options.	N/A
2. Assign geocodes to location codes.	Location Definition page Click the **Lookup** link to select a geocode on the Tax GeoCode Selection page.	You must select a geocode for each location definition. Geocodes are only required for locations that will interface with Taxware and Vertex. See Application Fundamentals: Setting Up Locations.	N/A
3. Define Ultimate Use codes (optional).	Ultimate Use Codes page	See Application Fundamentals: Ultimate Use Codes Page.	N/A
4. Define sales and use tax defaults for ship to locations.	Ship To Locations page Click the **Sales/Use Tax** link to access the Sales and Use Tax Defaults page. Calculation parameters are only applicable to Taxware and Vertex.	See PeopleSoft Source to Settle Common Information: Sales/Use Tax Page.	N/A
5. Define Taxware and Vertex options for the business unit.	Payables Definition - Tax Options page Select the **Tax Supplier** option to display additional fields for specifying Taxware or Vertex defaults.	See Payables Definition - Tax Options Page.	Business unit
6. Specify sales tax tolerances for the business unit.	Payables Options - Tax Options page	See Payables Options - Tax Options Page.	Business unit
7. Specify sales and use tax parameters for voucher origins.	Voucher Origin – Tax Options page	See Voucher Origin - Tax Options Page.	Voucher origin

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Task	PeopleSoft Page	Comments	Hierarchy Level
8. Specify sales and use tax parameters for control groups.	Group Information – Tax Options page	See Group Information - Tax Options Page.	Control group
9. Define sales and use tax defaults for suppliers.	Supplier Information - Address page Click the **Lookup** link to select a geocode on the Tax GeoCode Selection page. Geocodes are only required for addresses that will interface with Taxware and Vertex. Supplier Information - Location page Click the Procurement link to define Ordering and Ship From location addresses. Click the Sales/Use Tax link to define sales and use tax options.		Supplier
10. Specify sales and use tax parameters for a voucher line.	Invoice Information page Click the **Sales/Use Tax** link to access the Invoice Line Tax Information page. Additional fields appear depending on if you have installed and enabled Taxware or Vertex. GeoCodes and Addresses page Click the Override Tax Location link on the Invoice Line Tax Information page. Fields vary depending on if you use Taxware or Vertex.	See Entering Invoice Information for Online Vouchers.	Voucher
11. Run the GeoCode Update Application Engine process (PO_UPDGEO) to populate the geocodes for locations and addresses.	Geo Code Update page	See Application Fundamentals: Tax Provider Geo Code Update Page.	N/A

Establishing the PeopleSoft Payables VAT Default Hierarchy

This section discusses setting up the PeopleSoft Payables VAT default hierarchy.

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Setting Up the PeopleSoft Payables VAT Default Hierarchy

Setting up VAT for PeopleSoft Payables involves first establishing the general VAT environment, then establishing the PeopleSoft Payables VAT default hierarchy.

To set up a VAT environment for PeopleSoft Payables, you need to access pages in the **Set Up Financials/Supply Chain**, and then **Common Definitions**, and then **VAT and Intrastat** menu. These pages, the VAT components, and VAT setup are described in detail in the *PeopleSoft Global Options and Reports Documentation*. It is essential that you read the information in these topics prior to setting up your VAT environment.

After you set up your VAT environment, you set up VAT defaults and options throughout the PeopleSoft Payables control hierarchy to determine how to process PeopleSoft Payables VAT transactions. At the top of the control hierarchy are the VAT entity and VAT country. From there, you set the processing options according to the following hierarchy:

- PeopleSoft General Ledger business unit.
- PeopleSoft Payables business unit.
- Voucher origin.
- Control group.
- Supplier.
- Supplier location.
- Inventory item.
- Voucher.
- Voucher line.

At each of these levels, you might be required to specify values for certain VAT options and you will also have access to the VAT Defaults and Services VAT Treatment Setup pages. Use these pages to specify values for both required and optional VAT defaults for that level. Note that the fields available on the VAT Defaults and Services VAT Treatment Setup pages vary by the level in the hierarchy from which you access them. The VAT Defaults and Services VAT Treatment Setup pages are documented in full in the *PeopleSoft Global Options and Reports Documentation.*

The following tables lists the pages on which you establish VAT options and from which you access the VAT Defaults Setup and Services VAT Treatment Drivers Setup components.

PeopleSoft Payables Hierarchy	VAT Options Pages or Defaults Links	Usage
General Ledger business unit	Procurement Control - Non-Merch Charges See Procurement Control - Non-Merch Charges Page.	On the Procurement Control - Non Merch Charges page, you establish the non-recoverable VAT prorate policy by PeopleSoft General Ledger business unit. The prorate policy that you establish here defaults to all PeopleSoft Payables business units that are mapped to this general ledger business unit.

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PeopleSoft Payables Hierarchy	VAT Options Pages or Defaults Links	Usage
Payables business unit	Payables Options - Tax Options See Payables Options - Tax Options Page. See PeopleSoft Global Options and Reports: Establishing VAT Defaults. Payables Definition - Tax Options See Payables Definition - Tax Options Page. See PeopleSoft Global Options and Reports: Establishing VAT Defaults.	You set up VAT options for PeopleSoft Payables business units by SetID on the Payables Options – Tax Options page and by business unit on the Payables Definition - Tax Options page. You also use the VAT Defaults and Services VAT Treatment Setup components, either by accessing them from the Payables Options – Tax Options page and Payables Definition - Tax Options page or by accessing them directly from the menu, selecting the AP Options and AP Business Unit drivers. On the Payables Definition - Tax Options page, you complete the PeopleSoft Payables business unit VAT definition by selecting the type of VAT edit message that is to appear when the tolerances set on the Payables Options - Tax Options page are exceeded.
Voucher origin	Voucher Origin - Tax Options See Group Information - Tax Options Page.	You can establish default VAT physical nature and service location performance defaults on this page for the PeopleSoft Payables control hierarchy. These defaults can be overridden at the voucher origin level.
Control group	Group Information – Tax Options See Group Information - Tax Options Page.	You can establish default VAT physical nature and service location performance defaults on this page for the PeopleSoft Payables control hierarchy. These defaults can be overridden at the control group level.
Suppliers and Supplier Locations	Enter VAT for suppliers on the following pages: • Supplier Information – Identifying Information • VAT Registration Details • VAT Default Setup • Service VAT Treatment Drivers Setup Supplier Information – Location	You can set up VAT options at the supplier and supplier location levels of the PeopleSoft Payables control hierarchy. Most of these options can in turn be overridden on the voucher.

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PeopleSoft Payables Hierarchy	VAT Options Pages or Defaults Links	Usage
Inventory Item	Inventory Definition - Business Unit Definition See PeopleSoft Inventory: Inventory Definition - Business Unit Definition Page.	You can establish default VAT options for inventory items.
Vouchers and Voucher Lines	Enter VAT for vouchers and voucher lines on the following pages accessed from the Voucher – Invoice Information page: • VAT Header • VAT Summary • Voucher Distribution Line VAT Information See Invoice Information Page.	You can set up VAT options at the voucher and voucher line levels of the PeopleSoft Payables control hierarchy. Most of these options can in turn be overridden on the voucher.

Note

Vouchers that are created through the Voucher Build Application Engine process (AP_VCHRBLD) apply the VAT defaults populated by the PeopleSoft Payables control hierarchy, unless VAT information is specified on the staged source transaction. For quick invoices, you can specify VAT apportionment control on the delivered Quick Invoice complete worksheet page.

Related Topics

- PeopleSoft Global Options and Reports: Establishing VAT Defaults
- Understanding Voucher Build Processing
  PeopleSoft Payables provides the Voucher Build process to build vouchers in batch from various source transactions, including transactions originating from third-party systems.
- Understanding Quick Invoices and Summary Invoices
  This section discusses:
- Understanding VAT Processing in PeopleSoft Payables
  PeopleSoft Payables enables you to record and report VAT information associated with vouchers. Before you can do this, you must set up your VAT environment and enable your business units for VAT.

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13

Setting Up PeopleSoft Payables Withholding

Setting Up the PeopleSoft Payables Withholding Environment

To set up your withholding environment, use the following components:

- Rules (WTHD_RULE).
- Types and Classes (WTHD_TYPE).
- Jurisdictions (WTHD_JURISDICTION).
- Business Unit Categories (WTHD_BU_CAT).
- Supplier Categories (WTHD_VNDR_CAT).
- Withholding Entities (WTHD_ENTITY).
- Procurement Control (BUS_UNIT_INTFC2).
- Wthd Code (withholding code) (WTHD_CODE).

This section provides an overview of setting up withholding entities.

Pages Used to Set Up the PeopleSoft Payables Withholding Environment

Page Name	Definition Name	Usage
Withhold Rule Page	WTHD_RULE	Establish rules that determine the actions to be taken during withholding. For example, you can create rules to define the amount of withholding and to determine different percentages based on the size of the transaction amount. You can also create tiered-based withholding on this page.
Withhold Rule request Page	RUN_APY7010	Define run parameters for the Withholding Rules Report (APY7010). Use this report to review withholding rules by as of date. See Withhold Rule Page
Withhold Type Page	WTHD_TYPE	Define withholding at the highest level. For example, in the U.S. 1099 is a withholding type. For each withholding type, you can define subdivisions or classes, such as rent or royalties.

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Page Name	Definition Name	Usage
Withhold Type request Page	RUN_APY7020	Define run parameters for the Withholding Types report (APY7020). Use this report to review withholding types and classes. See Withhold Type Page
Withhold Jurisdiction Page	WTHD_JURISDICTION	Define withholding jurisdictions for a withholding type. Jurisdictions introduce an additional level of classification between the withholding type and class. Jurisdiction also enables you to define different withholding percentages based on where the supplier is located as well as on the classification (or activity) of a given transaction.
Business Unit Categories Page	WTHD_BU_CAT	Define the relationship that exists between you (your business unit) and your withholding entity. As with jurisdiction and classification, this relationship affects your withholding percentages.
Supplier Categories Page	WTHD_VNDR_CAT	Define the relationship that exists between the withholding entity and your supplier. As with jurisdiction and classification, this relationship affects your withholding percentages.
Withholding Entity Page	WTHD_ENTITY	Define your withholding entities (tax authorities). Enter the withholding entity information including supplier, class, and category information for the entity. The withholding entity component ties the withholding information together.
Withholding Options Page	WTHD_FLAGS	Determine what constitutes the basis for your withholding, and specify how to apply the withholding balance.
Entity Fields - Supplier Page	WTHD_ENTITY_FIELDS	Indicate which information the tax authority (entity) requires for your suppliers.
Entity Fields - Business Unit Page	BU_WTHD_ENT_FLDS	Indicate which information the tax authority (entity) wants to know about your business units.

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Page Name	Definition Name	Usage
Withholding Entity request Page	RUN_APY7030	Define run parameters for the Withholding Entity report (APY7030). Use this report to review withholding entities you have set up. See Entity Fields - Business Unit Page
Procurement Control - Withholding Page	BU_WTHD_JUR	Set up withholding options at the general ledger business unit level.
Withholding ChartFields Page	WTHD_BU_CF	Set up accounting ChartField parameters. Specify general ledger information for each withholding class; indicate where the withholding amounts are going with respect to general ledger. See Procurement Control - Withholding Page
Withhold Code Page	WTHD_CODE	Create withholding codes. A withholding code represents a set of withholding entity types, jurisdictions, and classes that you want to apply to a voucher at the same time. For example, you may want to apply both a federal and local withholding. In this case, you can define a withholding code to combine the two withholding entities and use this code when you override withholding information at the voucher line level.
Withhold Code request Page	RUN_APY7040	Define run parameters for the Withholding Codes report (APY7040). Use this report to review withholding codes. See Withhold Code Page

Understanding Withholding Entity Setup

This section discusses:

- Withholding suppliers for withholding entity setup.
- Withholding classes for withholding entity setup.
- Withholding categories for withholding entity setup.

Withholding Suppliers for Withholding Entity Setup

Based on your withholding environment, you can define a single withholding remit supplier or multiple withholding remit suppliers to submit withholding payments. This enables you to associate multiple SetIDs and suppliers with any given withholding entity.

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The Withhold Calculation Application Engine process (AP_WTHDCALC) retrieves the correct supplier ID for the given SetID based on the TableSet control value for the PeopleSoft Payables business unit. For example:

1. Create multiple withholding remit suppliers for a withholding entity.

   Withholding supplier 1 SetID and supplier ID = SHARE and IRS.

   Withholding supplier 2 SetID and supplier ID = SHR03 and WTHD000002.

2. Create a voucher in the FED01 PeopleSoft Payables business unit for a supplier who is set up for withholding with this withholding entity.

   The TableSet control for this PeopleSoft Payables business unit is SHR03.

3. Run the Withhold Calculation process.

   The system looks at the TableSet control for the PeopleSoft Payables business unit (SHR03) and retrieves the withholding remit supplier defined for SHR03 for this withholding entity. The system selects supplier 2 (WTHD000002).

> **Note**
>
> This example is intended to illustrate how the system determines the withholding remit supplier and does not represent the entire set up and process flow for withholding.

Withholding Classes for Withholding Entity Setup

Setting up withholding entities require you to define the withholding types, jurisdictions, and classes (or activities) associated with your entity. The withholding entity defined on the Withholding Entity page works closely with the information you define at the business unit level on the Procurement Control - Withholding and Withholding ChartFields pages.

Because of the close association between the withholding entity and business unit, any additions, deletions, and changes you make at the withholding entity level need to be made at the business unit level as well. For example:

- When you add a new withholding class for an entity on the Withholding Entity page, the system automatically adds the class to the Withholding ChartFields page.

  The system populates the **Account** field on the Withholding ChartFields page with the account for the minimum withholding class of the entity. The system displays a warning stating that you should verify the information on the procurement control (Procurement Control - Withholding and Withholding ChartFields pages).

  See Withholding ChartFields Page.

- When you delete a withholding class for an entity on the Withholding Entity page, the system displays a warning message indicating that you must delete the withholding class from the procurement control (Withholding ChartFields page) as well.

See Procurement Control - Withholding Page.

Withholding Categories for Withholding Entity Setup

The withholding percentage depends on the withholding entity, type, jurisdiction, and class for a given transaction. Furthermore, the withholding percentage depends on the relationship that exists between you (your business unit) and your supplier. In some countries, whether or not your supplier is registered through the proper authorities may influence the withholding

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percentage for a given transaction. Also, the way you operate your business (from your tax authority's point of view) further influences what percentage you use for withholding purposes.

Taking Ganancias (an Argentine withholding type) as an example, there are several different possible withholding percentages that you may use for an activity, depending on the relationship you have with your supplier:

- Business unit centralized and supplier registered.
- Business unit centralized and supplier not registered.
- Business unit decentralized and supplier registered.
- Business unit decentralized and supplier not registered.

For Ganancias, those four different possibilities need to be accounted for and each may have different withholding rules associated with them.

To accommodate these possibilities, two tables are provided (WTHD_BU_CAT and WTHD_VNDR_CAT). The first one represents the possible business unit categories for withholding taxes, and the second one represents the possible supplier categories for those same withholding taxes.

For each business unit, you can define the possible categories that would yield different withholding calculation. Here are some example categories that could be set up for Ganancias:

Withholding Entity	BU Category
Ganancias	Centralized
Ganancias	Decentralized

For each supplier, you can define the possible categories that would yield different withholding calculations. Here are some categories that could be set up for Ganancias:

Withholding Entity	Supplier Category
Ganancias	Registered
Ganancias	Not Registered

You can define these categories at the business unit and supplier level, and can set up withholding entities with different withholding rules for each permutation of those categories.

A child table has been created to the current WTHD_ENTITY_DTL record called WTHD_CATEGORY for this purpose. Here is a depiction of this record:

Entity	Type	Jurisdiction	Class	BU Category	Supplier Category	Wthd Rule
Arg. Govt	Ganancias	Buenos Aires	Lawyer fees	Centralized	Registered	10%Rule
N/A	N/A	N/A	N/A	Centralized	Not Registered	12%Rule
N/A	N/A	N/A	N/A	Decentralized	Registered	5%Rule
N/A	N/A	N/A	N/A	Decentralized	Not Registered	7%Rule

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Related Topics

- Withholding Entity Page
  Use the Withholding Entity page (WTHD_ENTITY) to define your withholding entities (tax authorities).

Withhold Rule Page

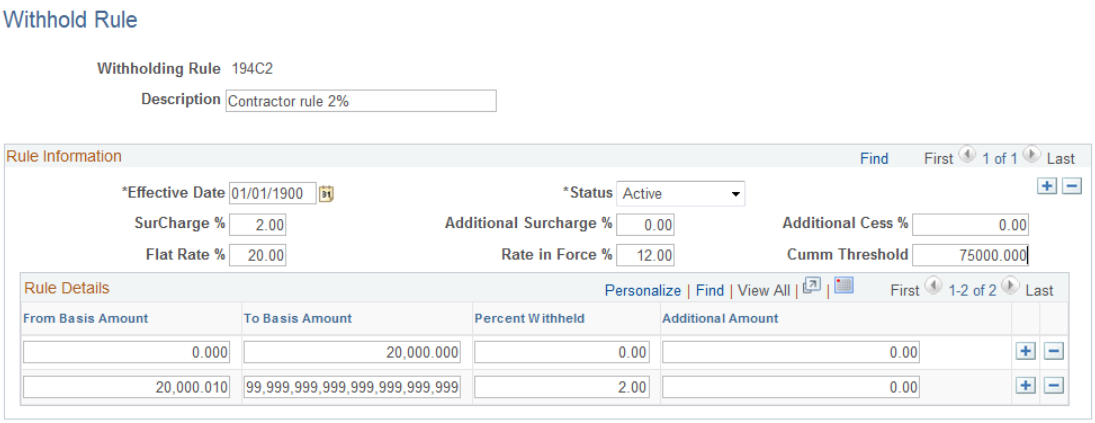
Use the Withhold Rule page (WTHD_RULE) to establish rules that determine the actions to be taken during withholding.

For example, you can create rules to define the amount of withholding and to determine different percentages based on the size of the transaction amount. You can also create tiered-based withholding on this page.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Rules**, and then **Withhold Rule**

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



Field or Control	Description
(IND) SurCharge % (surcharge percent)	Enter any surcharge percentage as applicable. Surcharges are for Indian withholding and represent a percentage of the calculated tax amount which is added to the calculated tax amount for withholding. **Note:** According to India Income Tax Rules, in case the supplier's PAN Number is not available, then the transaction is subject to Withholding at a flat rate of 20%. In this case Surcharge and Cess do not apply.
(IND) Additional SurCharge % (additional surcharge percent)	Enter an additional surcharge percent that is to be used for calculating the Education Cess tax levy, if required.
(IND)Additional Cess %	Enter any additional Cess charge to be used for calculating the Higher Education Cess tax levy, if required.

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Field or Control	Description
(IND) Flat Rate %	Enter a flat rate percentage value. This percentage value is applied in calculating TDS Withholding only if there is no PAN number associated with the supplier. If a PAN number exists for the supplier, this value is not considered for TDS Withholding Calculation. **Note:** A flat rate of 20 percent is charged if there is no PAN number for the supplier.
(IND) Rate in Force %	Enter a rate in force percent value if there is a change in rate within the fiscal year.
(IND) Cumm Threshold	Enter a cumulative threshold amount. This amount is used as a reference to accumulate the withholding amounts. Withholding begins calculation only if the total voucher amounts exceed the value entered (75000, in this example). Also, in order to calculate Withholding, the individual voucher amounts should be greater than the amount entered in the row corresponding to the *To Basis Amount*, requiring that the *Percent Withheld* value is greater than zero.

You can use the Rule Details group box to define the withholding percentage within specific amount ranges, enabling you to specify tiered withholding.

Field or Control	Description
From Basis Amount	Enter the lower amount of a range for which you want to define a percentage to be withheld.
To Basis Amount	Enter the upper amount of a range for which you want to define a percentage to be withheld.
Percent Withheld	Enter the percentage to be withheld for the range you defined.
Additional Amount	Enter any additional amount to be added to the withholding calculation, as appropriate. This field is used for tier-based withholding.

To access the Withhold Rule request page, use the navigation: **Set Up Financials/Supply Chain**, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Rules Report**, and then **Withhold Rule**

Related Topics

- Using Tiered-Based Withholding
  To support tiered-based withholding, you set up your withholding rule such that the withholding percentage depends on the basis amount. Just as in a bracketed income tax system, the bigger the amount, the higher the withholding percentage becomes. Here is an example:

Withhold Type Page

Use the Withhold Type page (WTHD_TYPE) to define withholding at the highest level.

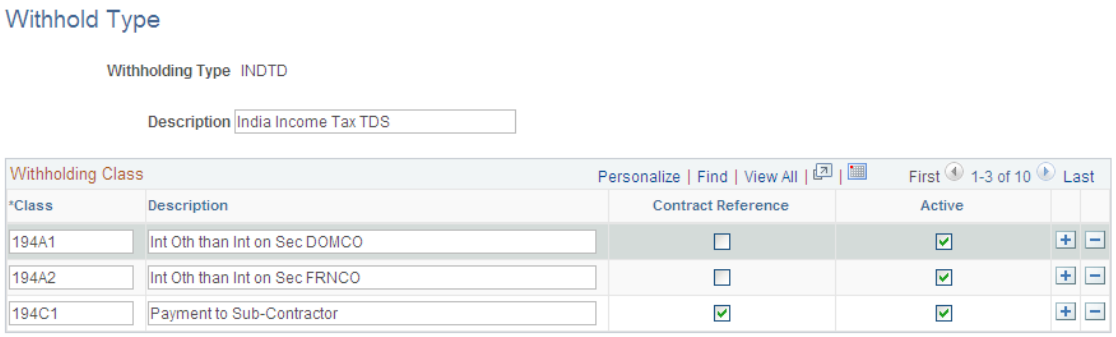
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For example, in the U.S. 1099 is a withholding type. For each withholding type, you can define subdivisions or classes, such as rent or royalties.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Types and Classes**, and then **Withhold Type**

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



Use the Withholding Class grid to specify the withholding classes.

Field or Control	Description
Class and **Description**	Specify any classes that belong to this withholding type, and enter a description for each class that you add.
(IND) Contract Reference	Select to require a contract reference when creating a voucher with this withholding class. This feature is for Indian withholding only.
Active	Select to indicate withholding class is active. The withholding class is available immediately for you to use to define your withholding entity options.

To access the Withhold Type request page, use the navigation: **Set Up Financials/Supply Chain**, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Withholding Types Report**, and then **Withhold Type**

Withhold Jurisdiction Page

Use the Withhold Jurisdiction page (WTHD_JURISDICTION) to define withholding jurisdictions for a withholding type.

Jurisdictions introduce an additional level of classification between the withholding type and class. Jurisdiction also enables you to define different withholding percentages based on where the supplier is located as well as on the classification (or activity) of a given transaction.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Withholding Jurisdictions**, and then **Withhold Jurisdiction**

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When you access the page, select the withholding type for which you are defining the jurisdiction.

Field or Control	Description
Withholding Jurisdiction and **Description**	Specify any withholding jurisdictions that belong to this withholding type, and enter a description for each jurisdiction that you add.

Business Unit Categories Page

Use the Business Unit Categories page (WTHD_BU_CAT) to define the relationship that exists between you (your business unit) and your withholding entity.

As with jurisdiction and classification, this relationship affects your withholding percentages.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Business Unit Categories**

When you access the page, select the withholding type for which you want to define business unit categories.

Field or Control	Description
Category	Specify any category that belong to this withholding type, and enter a description for each category you add.

Supplier Categories Page

Use the Supplier Categories page (WTHD_VNDR_CAT) to define the relationship that exists between the withholding entity and your supplier.

As with jurisdiction and classification, this relationship affects your withholding percentages.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Supplier Categories**

When you access the page, select the withholding type for which you want to define supplier categories.

Field or Control	Description
Supplier Category	Specify any supplier categories that belong to this withholding type, and enter a description for each supplier category that you add.
Default Flag	Select to have the supplier category or categories appear as defaults for the **Withhold Status** field on the Withholding Supplier Information page.

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Withholding Entity Page

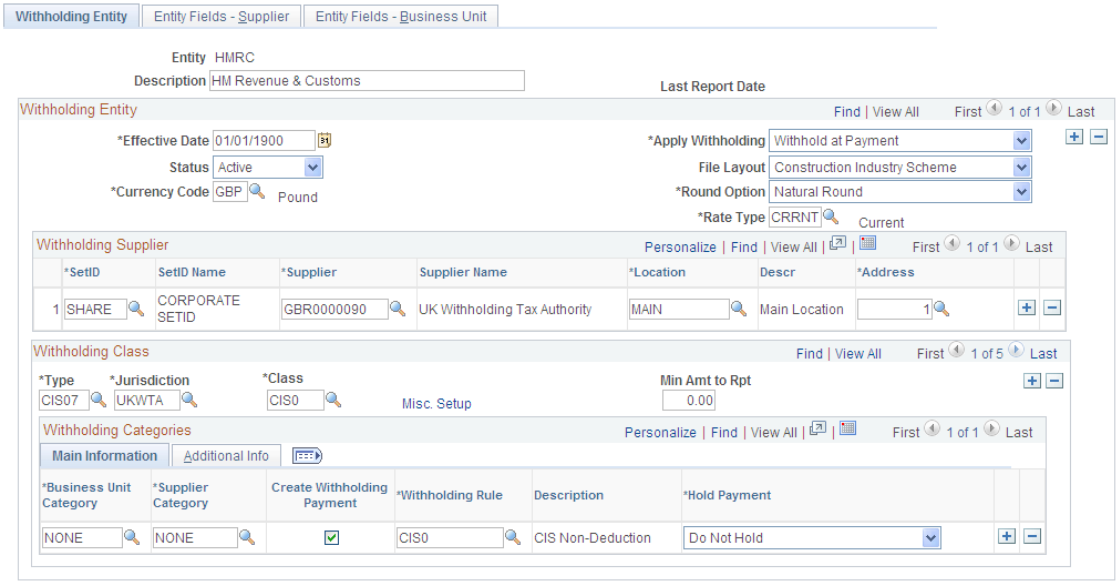
Use the Withholding Entity page (WTHD_ENTITY) to define your withholding entities (tax authorities).

Enter the withholding entity information including supplier, class, and category information for the entity. The withholding entity component ties the withholding information together.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Withholding Entities**, and then **Withholding Entity**

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



> **Note**
>
> You must define the supplier information for the withholding supplier or suppliers in the Supplier Information component before you can complete the Withholding Entity page.

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Withholding Entity

Field or Control	Description
Apply Withholding	Use this field to determine whether the withholding calculation for any withholding belonging to this entity should occur at *Payment* or at *Vchr Post* (voucher post). If you select *Payment* as the withholding calculation setting, this setting can be overridden by users with the appropriate authority on the voucher Withholding Information page provided the voucher has not been posted and a payment has not been made. **Note:** You set up the security for overriding withholding calculation using the User Preferences component.
Currency Code and **Rate Type**	Specify the reporting currency code and exchange rate type for the entity.
File Layout	Select the appropriate reporting file layout.
Round Option	Select the appropriate rounding option: *Down:* Round all decimals down to the next whole number. *Natural:* Round normally. If the calculated withholding amount is less than five, round down; if it is five or above, round up. (IND) *NRR* (Nearest Rupee Rounding): Select to round to the nearest Rupee. If an amount contains a part of a rupee consisting of paise then, if such part is fifty paise or more, it will be increased to one rupee and if such part is less than fifty paise, it will be ignored. *TDS:* Selecting this value rounds decimal amounts to the appropriate zero decimal, regardless of the installed currency configuration. *Up:* Round all decimals up to the next whole number.

Withholding Supplier

Use this group box to define all applicable withholding remit suppliers for this entity. You can associate one or multiple SetID and supplier combinations with the withholding entity.

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Field or Control	Description
SetID, Supplier, and **Location**	Select the SetID, supplier, and location associated with the withholding entity. The Withhold Calculation process retrieves the withholding supplier ID for the corresponding SetID based on the TableSet control value for the PeopleSoft Payables business unit of the supplier used during voucher entry. For example, for a PeopleSoft Payables business unit that uses SHARE as the SetID for suppliers, the Withhold Calculation process selects the withholding supplier ID defined for the SHARE SetID on the Withholding Entity page. See Understanding Withholding Entity Setup.

Withholding Class

Use this group box to specify all the possible combinations of withholding types, jurisdictions, and classes for this entity.

> **Note**
>
> For the sake of brevity, sometimes the combination of withholding entity, type, class, and jurisdiction are referred as a *withholding class combination.*

Field or Control	Description
Misc. Setup (miscellaneous setup)	Click to access the Withholding Options page, where you can select options that determine what constitutes the basis for your withholding.
Min Amt to Rpt (minimum amount to report)	Enter a minimum withheld amount above which you create reporting information for a supplier.

> **Note**
>
> When you add a new withholding class for an entity, the system automatically adds the class and account ChartField on the Withholding ChartFields page. The system displays a warning stating that you should verify the information on the procurement control (Procurement Control - Withholding and Withholding ChartFields pages).
>
> When you delete a withholding class for an entity on the Withholding Entity page, the system displays a warning message stating that you must delete the withholding class from the procurement control (Withholding ChartFields page) as well.

See Understanding Withholding Entity Setup.

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Withholding Categories

Use this group box to tie any business unit and supplier categories to your withholding rules. Different combinations of business unit and supplier categories may require different withholding rules.

Entities may categorize your business units differently. For example, in Argentina, one business unit may be considered *centralized* while another is considered *decentralized.* Different withholding parameters may be offered for each based on the type of business unit. Likewise, your suppliers may also be categorized differently, depending on whether the suppliers are *registered* or *non-registered.* Again, their withholding parameters may vary depending on the type of supplier with which you conduct transactions. The fields in the Withholding Categories group box enable you to capture all of the different possible relationships you may have with your entities and your suppliers, and the resultant withholding percentages, or rules which apply when you transact with them.

See Understanding Withholding Entity Setup.

Main Information Tab

Field or Control	Description
Business Unit Category	Select the business unit category for this entity, as applicable.
Supplier Category	Select the supplier category for this entity, as applicable.
Create Withholding Payment	Select if you want to create separate payments for the withholding. Otherwise, withholding is not calculated, although basis amounts are reported. **Note:** Creating a zero percent withholding rule accomplishes the same result.
Withholding Rule	Select the withholding rule to which these categories apply.
Hold Payment	Select to hold these payments. The available options are: *Hold All:* Hold both the payment and the withholding amount. *No Hold:* Do not hold the payment or withholding amount. *Wthd Only* (withhold only): Hold the withholding amount only. You can override the option you select here at the supplier level on the Withholding Supplier Information page. **Note:** If you wish to hold the supplier's payment, you can set the rule at zero percent and set the hold option to *Hold All.* See Understanding Hold Payment Options for Withholding.

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Additional Info Tab

Field or Control	Description
Min Basis (minimum basis)	Indicate the minimum accumulated withholding basis amount below which no withholding will be processed. If the accumulated withholding basis amount during a withholding period (identified by the calendar ID you enter) is less than this amount, the system does not create withholding. Let's say, for example, that you have withholding at 10% and have your minimum basis amount set at 1000 USD. The first voucher you enter is for 700 USD, so no withholding is calculated. The second voucher is for 400 USD. The accumulated total is now 1100 USD, so backup withholding is now calculated at 110 (10% of the accumulated amount) for the second voucher. **Note:** If you do not specify a calendar ID (or you do not use period based withholding), the current withholding basis amount is used instead of the accumulated total. For example, if the minimum basis is 1000 USD and period based withholding is not used, every voucher whose calculated withhold basis amount is less than 1000 USD will have no withholding. The same rules apply to the minimum withhold amount explained below. **Note:** The amount you enter here is assumed to be in the currency of the entity to which you report withholding.
Min Withhold (minimum withhold)	Indicate the minimum accumulated withholding amount below which no withholding will be processed. If the accumulated withholding amount during a certain period is less than this amount, the system does not create withholding. Let's say, for example, that you have withholding at 10% and your minimum withhold amount set at 1000 USD. The first voucher you enter is for 9000 USD and the system calculates 900 USD for the withholding. 900 is less than 1000, so no withholding is applied to this voucher. The second voucher you enter is for 2000 USD and the system calculates 200 USD for the withholding. Now, the accumulated withholding is 1100 USD (900 + 200). Therefore, withholding will be applied to the second voucher at 1100. **Note:** With period-based withholdings, it is possible that the withholding can exceed the payment amount. **Note:** The amount you enter here is assumed to be in the currency of the entity to which you report withholding.

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Field or Control	Description
Appl. 1st Pmnt (apply first payment)	Select if you want to apply the entire withholding amount to the first payment when the payments are split up into multiple installments. If you do not select this check box, the system treats each payment separately and splits the withholding across the payments. Here's an example of applying the entire withholding amount to the first payment: Withholding is at 10%. Voucher #1 is scheduled to be paid in two equal installments of 500.00 USD each. In this case, the payment of both installments would be as follows: • January 2006. First payment is made to the supplier. Supplier payment is for 400 USD and withholding is for USD 100 (10% of the whole transaction). • January 2006. Second payment is made to the supplier. Supplier payment is for 500 USD and no withholdings occur. **Note:** Whenever you apply this method, you run the risk that the withholding will be greater than the payment amount, in which case the system rejects the transaction by throwing an exception. You then have to increase the size of the first payment manually so that the transaction can be processed. **Note:** Some tax types specify that the full amount of the withholding (for a given voucher) be paid entirely on the first installment paid to the supplier.
Calendar SetID and **Calendar ID**	Select the SetID and ID of the calendar you want to use if you are using period-based withholding.
Payment Terms ID	Specify the payment terms for creating the withholding payment schedule.
(IND) Cumulative	For Indian withholding only. See Understanding Tax Deducted at Source Transactions.

Related Topics

- Using Period-Based Withholding
  This section discusses how to set up period-based withholding, calculate period-based withholding, and compare credit notes for period-based and voucher withholding.

Withholding Options Page

Use the Withholding Options page (WTHD_FLAGS) to determine what constitutes the basis for your withholding, and specify how to apply the withholding balance.

Navigation:

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Click the **Misc. Setup** (miscellaneous setup) link on the Withholding Entity page.

Wthd Basis Amt Determination (Withholding Basis Amount Determination)

Select the appropriate amount check boxes to apply these amounts to the withholding basis amount.

Field or Control	Description
Apply Net	Applies the merchandise amount to the withholding basis amount.
Apply Sales Tax	Applies the sales tax amount to the withholding basis amount.
Apply Freight	Applies the freight amount to the withholding basis amount.
Apply Excise Tax	Applies excise tax to the withholding basis amount for the TDS withholding amount calculation.
Apply Misc Chg (apply miscellaneous charges)	Applies the miscellaneous charge amount to the withholding basis amount.
Apply Discount	Applies the discount amount to the withholding basis amount. **Note:** Withholding is calculated as the payment occurs (or when the voucher is posted, depending on the **Apply Withholding** option on the Withholding Entity page) and the system calculates withholding when discounts are taken, if the **Apply Discount** check box is selected.
Apply VAT	Applies the VAT amount to the withholding basis amount.

Apply Withholding Balance To

Field or Control	Description
Remit to supplier or **Invoicing Supplier**	Select to determine the proper supplier during reporting and also to determine the supplier for whom you accumulate basis amounts and withholdings on period-based withholding.

> **Note**
>
> Some countries report withholding according to their remit-to suppliers, while other countries report withholding according to the invoicing supplier. On a voucher, the withholding information is always defaulted from the invoice supplier setup; using the remit supplier options is not recommended because you will have to remember to modify the withholding information on a voucher if the remit supplier has a different withholding treatment than the invoice supplier. Also, the invoice supplier determines the withholding applicability of a voucher. This means that both suppliers must be defined as withholding suppliers and have the same classes set up on the Withholding Information page.

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> **Note**
>
> Do not use the remit supplier option if you are calculating withholding at voucher posting. Using this option will create unexpected results if you try to change remit suppliers on a voucher after posting.

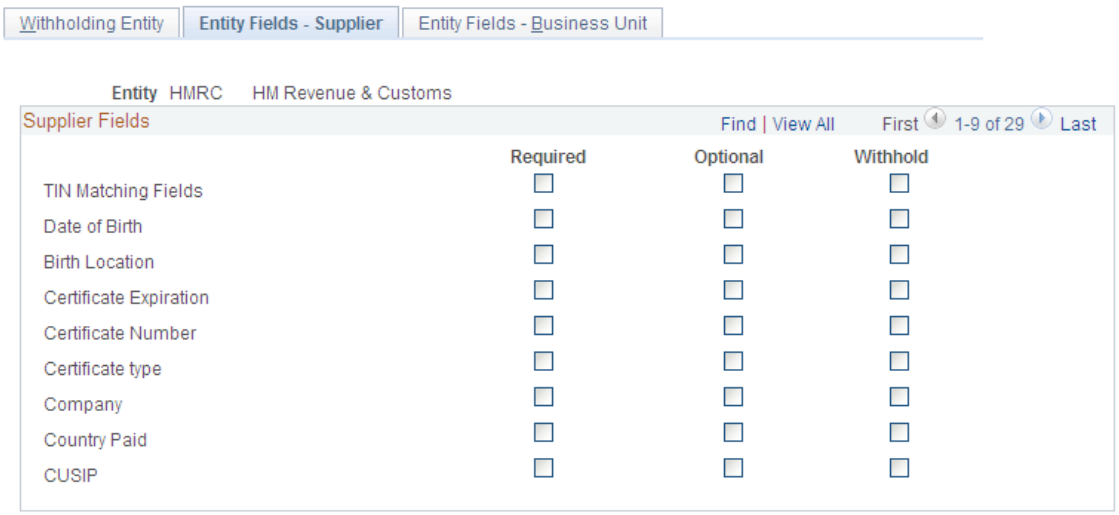
Entity Fields - Supplier Page

Use the Entity Fields - Supplier page (WTHD_ENTITY_FIELDS) to indicate which information the tax authority (entity) requires for your suppliers.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Withholding Entities**, and then **Entity Fields - Supplier**

This example illustrates the fields and controls on the Entity Fields - Supplier page.



For each of the supplier fields listed you can select whether it is **Required** or **Optional** when users enter supplier information.

The **Withhold** field is delivered as a non functional field. You may want to configure it to your particular withholding requirements.

Entity Fields - Business Unit Page

Use the Entity Fields - Business Unit page (BU_WTHD_ENT_FLDS) to indicate which information the tax authority (entity) wants to know about your business units.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Withholding Entities**, and then **Entity Fields - Business Unit**

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There is only one field delivered on this page (for Argentine purposes), but you can add your own fields here if you find information which tax authorities in the countries you do business with may want to know about your business units. Adding new fields requires that you add the field to the BU_WTHD_FLD_SBR and BU_WTHD_JUR page as well as building the WTHD_BU_JUR table.

> **Note**
>
> This information appears on the Procurement Control − Withholding Page for the general ledger business unit.

To access the Withholding Entity request page, use the navigation: **Set Up Financials/Supply Chain**, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Withholding Entities Report**, and then **Withholding Entity**

Related Topics

- Using Period-Based Withholding
  This section discusses how to set up period-based withholding, calculate period-based withholding, and compare credit notes for period-based and voucher withholding.

Procurement Control - Withholding Page

Use the Procurement Control - Withholding page (BU_WTHD_JUR) to set up withholding options at the general ledger business unit level.

Navigation:

Set Up Financials/Supply Chain, and then **Business Unit Related**, and then **Procurement**, and then **Procurement Control**, and then **Withholding**

Here you define the information for the tax authorities on behalf of whom you withhold. For each combination of withholding entity, type, jurisdiction, and business unit category, you provide a tax ID number and specify whether or not you are a collecting agent for them.

You also define ChartFields for each withholding class for the withholding combination by using the Withholding ChartFields page. This page is accessible from the Procurement Control - Withholding page. For each withholding class, you must specify at least the account ChartField.

When you enter a voucher in PeopleSoft Payables, the system determines for which charges the supplier is withholdable, and also checks to see for whom (which tax authorities/entities) the general ledger business unit is a collection agent. When you post the voucher, the system creates the withholding liability entry using the procurement control ChartField definition for the general ledger business unit.

Related Topics

- Procurement Control - Withholding Page
  Use the Procurement Control - Withholding page (BU_WTHD_JUR) to specify general ledger business unit withholding setup options.

Withhold Code Page

Use the Withhold Code page (WTHD_CODE) to create withholding codes.

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A withholding code represents a set of withholding entity types, jurisdictions, and classes that you want to apply to a voucher at the same time. For example, you may want to apply both a federal and local withholding. In this case, you can define a withholding code to combine the two withholding entities and use this code when you override withholding information at the voucher line level.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Withholding Codes**, and then **Withhold Code**

The withholding code represents combinations of withholding entities, types, jurisdictions, and classes that you want to apply to a voucher to override the withholding information that defaults from the supplier. You can include multiple withholding class combinations.

You can select the withholding codes that you create here on the Withholding Information page for a voucher. Withholding codes are *not* used to specify withholding information for suppliers.

To access the Withhold Code request page, use the navigation: **Set Up Financials/Supply Chain**, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Withholding Code Report**, and then **Withhold Code**

Related Topics

- Reviewing and Entering Withholding Information for Vouchers
  This section provides prerequisites and explains how to view and override withholding information when you enter withholding vouchers.

Setting Up PeopleSoft Payables Withholding Reports

Withholding reporting is processed from the Withholding Report table. Oracle delivers with the system a number of predefined reports for use with various types of withholding. You can access these reports via the Report Definition component.

> **Note**
>
> (USA) Do not modify delivered U.S. 1099 reports.

To set up withholding reporting, use the Report Definition component (WTHD_RPT_DFN).

This section discusses how to specify withholding report selection criteria and specify process type and name.

Pages Used to Set Up PeopleSoft Payables Withholding Reports

Page Name	Definition Name	Usage
Report Definition 1 Page	WTHD_RPT_DFN	Specify selection criteria for withholding reports. Define the layout of the withholding reports based on your tax authority's reporting and filing requirements.

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Page Name	Definition Name	Usage
Report Definition 2 Page	WTHD_RPT_DFN2	Specify the process type and name of the process you are using to populate the Withholding Report table for each withholding report you define.

Related Topics

- Processing U.S. Withholding
  This section provides an overview of the 1099 withholding process and lists prerequisites and common elements.
- Understanding Tax Deducted at Source Transactions
  TDS is a form of withholding with complex rules and regulations. Different rules apply to different types of payments. TDS requires that you calculate withholding when you book the liability (meaning, when you post the voucher) or when you make the payment, whichever is earlier. Some types of withholding are calculated only after you reach or exceed a set minimum basis amount. When the minimum basis amount is exceeded, the system calculates withholding for prior amounts and future transactions. TDS also has surcharges in addition to the calculated withholding. For Education Cess, you also define an additional surcharge percent.

Report Definition 1 Page

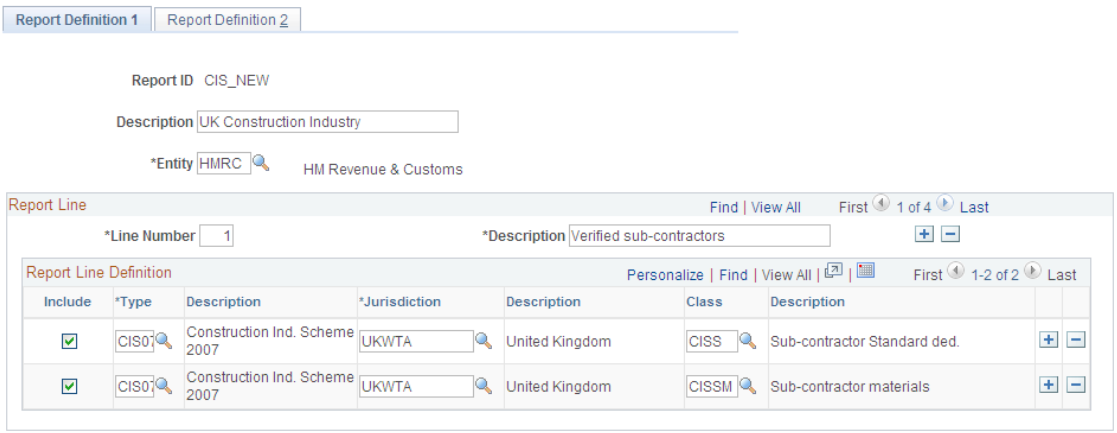
Use the Report Definition 1 page (WTHD_RPT_DFN) to specify selection criteria for withholding reports.

Define the layout of the withholding reports based on your tax authority's reporting and filing requirements.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Report Definition**, and then **Report Definition 1**

This example illustrates the fields and controls on the Report Definition 1 page. You can find definitions for the fields and controls later on this page.



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Each report line is generally equivalent to a "box" on the withholding entity's withholding form. Enter a line for each withholding class combination you report separately on the report.

Field or Control	Description
Include	Select this check box at the beginning of the line for each withholding class combination you are including in the report.

Report Definition 2 Page

Use the Report Definition 2 page (WTHD_RPT_DFN2) to specify the process type and name of the process you are using to populate the Withholding Report table for each withholding report you define.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Report Definition**, and then **Report Definition 2**

Specify the process type and process name you are using to generate the report.

> **Note**
>
> (USA) For U.S. withholding, you must use the system-delivered report IDs US_REPORT, US_REPORTG, and US_REPORTI for 1099–Misc, 1099–G, and 1099–INT respectively.

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14

Entering and Processing Vouchers Online: General Voucher Entry Information

Understanding Voucher Processing and the Voucher Life Cycle

After you have set up all your control information, established your PeopleSoft Payables control hierarchy, and entered approved suppliers in the system, you are ready to enter vouchers into the system.

This section discusses one method of entering vouchers into the system: using the online Voucher component. The pages in this component are the equivalent of electronic voucher forms on which you can record invoice information from your suppliers in the PeopleSoft Payables database. You can also quickly copy line item information from purchase orders and receivers from PeopleSoft Purchasing tables.

> **Note**
>
> For better performance, it is recommended to review or update large vouchers (with many lines/distribution) via voucher inquiry or voucher maintenance respectively.

Oracle also provides the Voucher Build Application Engine (AP_VCHRBLD) process for creating vouchers. This process builds and edits voucher records from various sources, including the Quick Invoice Entry (VCHR_QUICK_PNL) component, the Summary Invoice Entry (VCHR_SUMM_PNL) component, and the Spreadsheet Voucher workbook. The Voucher Build process, the Quick Invoice Entry component, and the Spreadsheet Voucher feature are discussed in other topics.

This section discusses:

- Voucher process flow.
- Voucher life cycle.
- Voucher styles.
- Voucher validation.
- Voucher session defaults.
- Processing that is initiated by the Voucher component.
- (USA) Vouchers for Health Insurance Portability and Accountability Act of 1996 (HIPAA) payments.

Related Topics

- Understanding Voucher Build Processing
  PeopleSoft Payables provides the Voucher Build process to build vouchers in batch from various source transactions, including transactions originating from third-party systems.

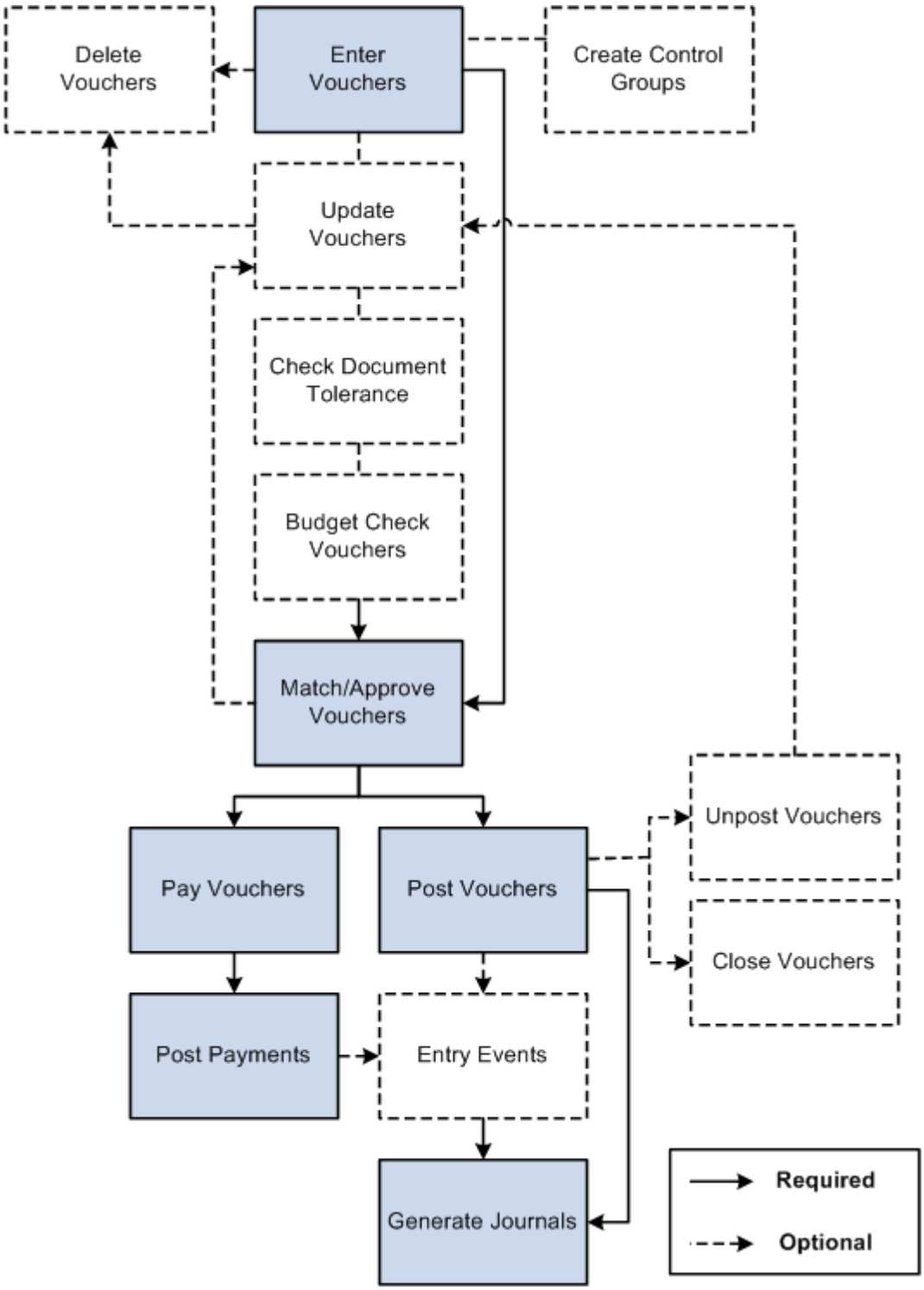
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- Understanding Quick Invoices and Summary Invoices
  This section discusses:
- Understanding Spreadsheet Vouchers
  This section discusses:

Voucher Process Flow

The following flowchart illustrates the processing routes that a voucher can follow. It includes optional stages of voucher processing, such as creating control groups and applying matching rules to approve a voucher.

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Voucher Life Cycle

Vouchers go through several stages from initial entry to payment to posting. PeopleSoft Payables tracks these stages using various statuses for the following status types that relate to various actions and processes that can be run on a voucher:

- Entry status.

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- Match status.
- Approval status.
- Budget status.
- Document Tolerance status.
- Post status.
- Payment status.
- Payment Post status.

This table illustrates the values for each voucher status, before and after processing:

Status Type	Process	Initial Status	Post-Processing Statuses
Entry Status	Voucher Entry	Open	Deleted Recycle Postable
Match Status	Matching	To Be Matched	Exception Manually Overridden Manually Set to Credit Note Matched Match - Dispute No Match
Approval Status	Voucher Approval	To Be Approved	Pending Approval Approved Denied
Budget Status	Budget Processor (Budget checking)	Not Checked	Valid Error
Document Tolerance Status	Document Tolerance Checking	Not Checked	Valid Error
Post Status	Voucher Posting	Not Posted	Posted
Payment Status	Pay Cycle Payment Selection subprocess	Not Selected	Selected for Payment
Payment Status	Pay Cycle Payment Creation subprocess	Selected for Payment	Paid
Payment Post Status	Payment Posting	Not posted	Posted

When you first enter a voucher into PeopleSoft Payables, it has an entry status of *Open.* When you save the voucher for the first time, the system validates the input with information that is provided by default from the control hierarchy to ensure correct entries. If the voucher passes all validations, it goes into a *Postable* state. The system generates accounting entries when the Voucher Posting Application Engine (AP_PSTVCHR) process selects the voucher for posting. At this time, the voucher is available for distribution to the general ledger using the Journal Generator Application Engine (FS_JGEN) process.

If one or more of the validations fail, a couple of events can happen. For some edits, the system does not allow you to save the voucher until the error condition is corrected. For example, if you do not enter a date on the voucher header, you cannot save the voucher.

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For other edits, you can choose less restrictive error handling, such as *Recycle,* which lets you save the voucher. However, you cannot post or pay the voucher until you correct the error. You set these rules at the business unit level of the control hierarchy and can override them at other levels: voucher origin, control group, supplier, and voucher. With duplicate invoice checking, for example, you can choose recycle error handling, which means that the system accepts the suspect vouchers but does not enable them to be posted or paid. To post and pay these vouchers, you must update the voucher with correct information.

Until a voucher has been reviewed for approval, or unless it is preapproved, it has an approval status of *Pending.* After that, a voucher can be approved or denied. A voucher cannot be paid unless it has been approved. However, if your business unit definitions enable you to, you can post a voucher even though it has not been approved for payment.

When you post a voucher in PeopleSoft Payables, the system creates balanced accounting entries to record the liability and sets the post status to *Posted.* When a voucher is in a posted state, you can make only limited changes to it. Essentially, you can change only descriptive information that does not affect the numbers on the voucher. To change the numbers on a posted voucher, you must first unpost the voucher to create reversing entries. This action puts the voucher back into a postable state, as if it had never been posted. You can then change the necessary fields.

A voucher can have one or more payment records selected for payment based on their scheduled pay date and other parameters. The payment status is *Unselected, Selected for Payment,* or *Paid.*

> **Note**
>
> If you are using budget checking (through the Commitment Control feature), you cannot post or pay a voucher until it has successfully passed budget checking.

Related Topics

- Payables Options - Vouchering Options 2 Page
  Use the Payables Options - Vouchering Options 2 page (BU_AP_OPT_VCHR2) to specify the actions that the system takes when it encounters duplicate invoices, incorrect ChartFields, and vouchers with unbalanced lines.
- Understanding the Commitment Control Feature in PeopleSoft Payables
  The Commitment Control feature is an optional feature of Oracle's PeopleSoft Financials, Enterprise Service Automation, and Supply Chain Management product lines that enables you to control commitments and expenditures automatically by checking them against predefined, authorized budgets. It is a subsystem of PeopleSoft General Ledger that you can activate for specific products and business units.
- Understanding Document Sequencing
  Statutory requirements in some countries require that all financial transactions *(documents)* be classified into different transaction types, and that within each transaction type, all documents entered be numbered sequentially. The Document Sequencing feature helps you maintain established business practices by meeting both of these requirements.
- Understanding the Matching Process
  Use the Matching process to compare vouchers with purchase orders and receiving documents. That way, you can ensure that you pay for only the goods and services that you order and receive. To run the Matching process, you must have installed PeopleSoft Payables and PeopleSoft Purchasing. The system automatically performs the required matching based on the document characteristics. Users simply select a match rule control ID; the system handles all of the comparison. Use the matching exceptions workflow,

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provided with PeopleSoft Payables, to route match exceptions to specified users. PeopleSoft eSettlements also uses the Matching process to compare invoices with purchase orders and receipts.

- Approving Vouchers
  This section provides an overview of voucher approval and lists prerequisites.
- Understanding Pay Cycle Processing
  The Pay Cycle process is a flexible tool. You can review payments after specific processing steps—such as after payment selection and before payment creation—and correct exceptions before proceeding to the next step. Or you can run the Payment Selection and Payment Creation processes together if you do not need to review the payments after selection. If you have a large payment run and only a very small percentage of exceptions, you do not have to delay payment processing—you can continue the current pay cycle, resolve exceptions, and then process the payments in a different pay cycle run.

Voucher Styles

PeopleSoft Payables provides various voucher styles, each of which addresses a particular objective:

Term	Definition
Adjustments	Enter adjustment vouchers for credit or debit memos, or for relating one voucher to another. This style is also used for debit memo adjustment vouchers that are created by the Matching Application Engine process (AP_MATCH). See Entering Adjustment Vouchers. See Processing Debit Memo Adjustment Vouchers.
Amortization Voucher	Enter amortization vouchers for creating accounting entries to amortize payments made in advance. You enter amortization information that will be used for managing the schedule of amortization.
Journal Voucher	Enter vouchers for adjusting accounting entries. See Entering Journal Vouchers.
Prepaid Voucher	Enter prepayments (down payments, progress payments, or deposits). See Understanding Prepayment Processing.
Register Voucher	Accrue an individual voucher for which the expense distribution is not known or not yet approved. See Entering Registered Vouchers.
Regular Voucher	Enter standard vouchers (this is the default setting). This style is also used to enter purchase order vouchers and vouchers that require matching to purchase orders and receiving documents.
Reversal voucher	Create a new voucher with reversal accounting entries and back out encumbrances. See Entering Reversal Vouchers.

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Term	Definition
Single Payment Voucher	Enter a voucher for a one-time supplier without having to define the supplier in the system. See Entering Single Payment Vouchers.
Template Voucher	Create a voucher that can be used as a template for generating regular vouchers that share voucher data. See Entering Template Vouchers.
Third Party Voucher	Enter vouchers for charges other than merchandise charges, for example, freight-only vouchers. See Entering Third-Party Vouchers.

Related Topics

- Understanding Quick Invoices and Summary Invoices
  This section discusses:
- Understanding Spreadsheet Vouchers
  This section discusses:

Voucher Validation

When you save vouchers, many edits and processes occur automatically. Any problems that PeopleSoft Payables detects with a voucher are brought to your attention so that you can fix them immediately.

Other edits that are specific to particular voucher styles, payment terms, and other circumstances are discussed in the sections about those styles and circumstances.

This section discusses:

- Voucher field validation.
- Financial sanctions validation.

Voucher Field Validation

The system performs a series of validation checks to ensure that you have completed all the fields correctly. Some of the validations that occur are:

- Duplicate invoice checking.
- Verifying the existence of a supplier ID.
- Verifying the existence of an invoice date and invoice ID.
- Balancing header amounts against voucher line amounts for both transaction and base currency amounts.
- Balancing voucher line amounts against distribution line amounts for both transaction and base currency amounts.
- Ensuring that the user ID that is approving the voucher is the same as the user who is signed in.
- Validating accounting distribution field values and combinations and error processing.

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- Where appropriate, validating the calculation and proration of nonmerchandise charges, such as sales and use taxes, value-added taxes (VAT), freight charges, and miscellaneous charges.
- Validating the bank ID, bank account number, and DFI ID.
- Validating the payment limit set on the Payment Schedule Restrictions Page .
- Validating that there is an entry on the Federal Payment Schedule Restrictions page.
- Validating that the payment schedule amount does not exceed the amount defined for Same Day ACH Amount Per Payment.

Financial Sanctions Validation

PeopleSoft provides validation of your suppliers against financial sanctions lists (for example, the Specially Designated Nationals [SDN] list) at the supplier level, voucher level, and payment level. At the voucher level, if financial sanctions validation is enabled at the installation level, the invoicing supplier and remit supplier or suppliers, if different from the invoicing supplier, are validated. If financial sanctions validation is enabled at the bank level, no validation of the supplier is done during voucher processing unless you specify a bank for the remit supplier and the bank requires financial sanctions validation. The system updates the supplier's financial sanctions status on the Supplier Information (VNDR_ID) component.

At the voucher level, the system validates your suppliers upon:

1. Saving the voucher if financial sanctions validation is enabled at the installation level, or if financial sanctions validation is enabled at the bank level, you specify a bank for the remit supplier and the bank requires financial sanctions validation.

   The system displays a warning message that the supplier is currently under financial sanctions review. You can proceed with saving the voucher; however, the system does not allow payments to suppliers with a financial sanctions status of *Review* or *Blocked.*

   At the time of voucher entry, if financial sanctions validation is enabled and the supplier that you entered has a financial sanctions status of *Review* or *Blocked,* the system displays a warning message that the supplier that is selected is currently under financial sanctions review. You can proceed with adding or updating the voucher for this supplier.

   > **Note**
   >
   > You cannot record a manual payment on the Voucher - Payments page if the supplier has a financial sanctions status of *Review* or *Blocked.* The system does not allow you to select *Record* as the payment action.
   >
   > You cannot create an express payment on the Voucher - Payments page if the supplier has a financial sanctions status of *Review* or *Blocked.* The system does not allow you to click the **Express Payment** link.

2. Running the Financial Sanctions Validation Application Engine (AP_SDN_VAL) process.

   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.

See PeopleSoft Source to Settle Common Information: Understanding Financial Sanctions Validation.

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Voucher Session Defaults

You can define voucher defaults that automatically populate voucher fields for an entire session, and you can override those defaults for a particular voucher. These defaults override the defaults that the system applies using the PeopleSoft Payables control hierarchy. To set up voucher defaults, you can:

- Predefine session defaults using the Session Defaults (AP_VCHR_DFLT_PG) page.

  The system saves these defaults that you can apply to vouchers that you enter using the Voucher component or the Quick Invoice Entry component. You define session defaults for all users, for users with the same primary permission list, or for specific users.

  See PeopleSoft Source to Settle Common Information: Defining Voucher Session Defaults.
- Define ad hoc session defaults using the Session Defaults (AP_SESSN_DFLT_SEC) page within the Voucher and Quick Invoice Entry components.

  The system does not save the defaults and only applies them during the current session.

  See Session Defaults Page.

> **Note**
>
> Session defaults can be applied only to vouchers with a voucher style of *Journal Voucher, Regular Voucher, Single Payment Voucher,* and *Template Voucher.*

Processing That is Initiated by the Voucher Component

Processing steps that occur when you save a voucher include:

- Assigning a voucher ID for auto-numbered vouchers.

  You can preassign voucher IDs on the add search page, as long as they are unique. In fact, if the auto-numbering option is disabled for the business unit, using the add search page is the only way to enter vouchers. Only the auto-numbered vouchers are assigned a voucher ID at save time.
- Determining whether the status of the control group should be updated.
- Setting one-time suppliers to inactive status.
- Calculating and prorating the discount amount, if any.
- Prorating sales tax, use tax, freight, and miscellaneous charges, as applicable.
- Calculating and prorating VAT and sales and use tax (SUT) amounts.
- Converting the transaction amount to the base currency.
- Determining payment net and discount due dates.
- Determining the scheduled payment date.
- Creating payment records.
- Performing withholding processing, as applicable.
- Creating payment records for manual payments that are recorded on the voucher.
- Checking the voucher match status.

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- Validating your suppliers if financial sanctions validation is enabled.

Voucher component-initiated processing that is specific to particular circumstances (such as integration with third-party tax applications or federal payment schedule processing) is discussed in the topics that cover those circumstances.

(USA) Vouchers for HIPAA Payments

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a set of regulations from the U.S. Department of Health and Human Services. One of the primary concerns of HIPAA is to restrict the use of individually identifiable health information to protect the privacy of healthcare consumers. In addition to the privacy rules, HIPAA includes regulations that establish national standards for the format and structure of electronic communications between covered entities.

PeopleSoft Payables generates HIPAA payments for only two transaction handling codes: Payment Only and Payment + Advice.

HIPAA entails communication protocol and standards for several business documents. PeopleSoft Payables supports Electronic Data Interchange (EDI) Format 820 (OUTBOUND), specifically designed for HIPAA required fields and values. To fully employ HIPAA functionality, you must use a third-party supplier to process the generated electronic funds transfer (EFT) file and transform it to the HIPAA 820 EDI format.

The HIPAA information that you define at the supplier level (in the HIPAA Information collapsible region on the Supplier Information - Payables Options page) appears by default on the HIPAA page in the Voucher component if the payment method for the voucher has an EFT layout of *HIPAA.* The system performs validation during online voucher entry and as part of the Voucher Build process, which checks for the HIPAA payment designation and marks such vouchers as *Payment Separate.*

Related Topics

- HIPAA Page
  Use the HIPAA page (VCHR_HIPAA_SEC) to (USA) Enter information for Health Insurance Portability and Accountability Act of 1996 (HIPAA) compliance.
- PeopleSoft Banks Setup and Processing: Bank Account Payment Methods

Prerequisites

Before entering vouchers into the system, you must:

- Set up all control information.
- Establish your PeopleSoft Payables control hierarchy.
- Enter approved suppliers in the system.
- Specify user preferences for online voucher entry on the Define User Preferences - Payables Online Vouchering page.

Related Topics

- Understanding PeopleSoft Payables Business Units
  This section discusses:
- Application Fundamentals: User Preferences – Payables Online Vouchering Page

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Entering Invoice Information for Online Vouchers

This section provides an overview of voucher dependencies and balancing functionality.

Pages Used to Enter Invoice Information for Online Vouchers

Page Name	Definition Name	Usage
Invoice Information Page	VCHR_EXPRESS1	Enter or view invoice information, including invoice header information, nonmerchandise charges, and voucher line and distribution information.
Supplier Lookup Page	VNDR_LOOKUP_WRK	Enter search criteria to retrieve supplier address information. Selecting an address here does not automatically change the supplier location to any default location that is associated with the address. The system uses different defaults for the supplier location value. Change the default location value using the **Location** field on the Invoice Information page. See Invoice Information Page
Contract Line Info Page	VCHR_LN_CNTRCT_SEC	View contract ID, line and release number information for recurring vouchers. This link only appears for recurring vouchers. See Invoice Information Page
Voucher Comments Page	VCHR_COMMENTS_TXT	Enter internal voucher comments. See Invoice Information Page
Voucher Header Attachments Page	VCHRHDR_ATT_SEC	View or attach documents related to the voucher. See Invoice Information Page
Date Calculation Page	VCHR_DT_CALC_SBP	(USF) Define the date calculation basis for U.S. Federal prompt payment due date requirements and enable enforcement of valid reimbursable periods for project-related vouchers. See Invoice Information Page
Search Audit Logs Page	FS_AUDITLOG_SEARCH	Search for and view audit logs. See Invoice Information Page

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Page Name	Definition Name	Usage
Payment Terms Page	VCHR_TERMS_EXP	View or change the default payment and discount terms for the voucher.
Freight Charges Page	VCHR_FRGHT_SEC	Allocate the freight charges for the voucher at a more detailed level. See Invoice Information Page
Miscellaneous Charges Page	VCHR_MISC_SEC	Allocate the miscellaneous charges for the voucher at a more detailed level.
Sales Tax Charges Page	VCHR_SALETX_SEC	Allocate the sales tax amount at a more detailed level. See Invoice Information Page
Use Tax Charges Page	VCHR_USETAX_SEC	Specify the use tax to apply to this voucher. See Invoice Information Page
Non Merchandise Charges Summary Information Page	VCHR_LINE_MISC_CHG	View the miscellaneous amounts that are allocated to each voucher line. On this page, you can also change the allocation for a particular voucher.
Sales/Use Tax Summary Page	AP_SUT_SUMM_PG	Review the sales and use tax information for all the voucher lines, and if applicable, modify tax information.
Session Defaults Page	AP_SESSN_DFLT_SEC	Enter voucher defaults for an ad hoc session, or use an existing available session default. These defaults override the values that the system applies using the PeopleSoft Payables control hierarchy.
Invoice VAT Summary Information Page	VCHR_VAT_SM_EXP	Review the VAT amounts summarized by VAT rate. This page provides a preliminary view of the VAT calculations based on the parameters that have been supplied by default (or have been manually updated), as well as the amounts that are entered. You can also link from this page to the VAT header, line, and distribution line defaults pages. See Invoice Information Page
Invoice Header VAT Information Page	VCHR_VAT_HD_EXP	Review and, if applicable, override the voucher's VAT settings. See Invoice Information Page

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Page Name	Definition Name	Usage
Invoice Line VAT Information Page	VCHR_LINE_VAT_SEC1	Review and, if applicable, override VAT defaults for the distribution line. See Invoice Information Page
Voucher Distribution Line VAT Information Page	DISTRIB_LN_VAT_SEC	Review and, if applicable, override VAT defaults for the distribution line. See Invoice Information Page
View Source PO/Receiver Information Page	VCHR_PO_INFO	View references to purchase orders and receivers. View any comments that are associated with the purchase order or receiver header or line from which the voucher and voucher line information have been copied.
Associate Receiver Page	VCHR_RECV_MTCH	Edit any of the receiver lines that are associated with the voucher line and delete a receiver line.
Associate Receiver Lines Page	RECEIVER_LOOKUP	Manually associate receiver lines with the voucher line for matching.
Invoice Line Tax Information Page	VCHR_LINE_TAX	Review and, if applicable, override tax settings for the voucher line.
GeoCodes and Addresses Page	VCHR_LINE_TXGEO	Define a new tax location for vouchers. (Taxware or Vertex users only.) See Invoice Line Tax Information Page
Voucher Entry Template List Page	AP_VCHR_ENTRY_TMPL	Displays a list of Display and Copy Down Templates that are available for the user based on the user permissions.
G-Invoicing Page	AP_VCHR_EZ_PNL_SEC	Add the EZ Number and the other fields GTC Number, Performance Date, Transaction Date, and Reject by Date will be defaulted for Federal EZ invoices.

Understanding Voucher Dependencies and Balancing Functionality

This section discusses:

- The dependencies of the Voucher component on voucher style and other factors.
- Voucher balancing.

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The Dependencies of the Voucher Component on Voucher Style and Other Factors

The Voucher component looks and acts differently for each voucher style. It also displays different fields and provides different processing depending on:

- Tax environment (SUT, VAT, Indian excise and customs duty, installed third-party tax applications, and so forth).
- Your installation options (such as whether you are a U.S. Federal agency, for example).
- Various processing and display options that you can select at each level of the PeopleSoft Payables control hierarchy.

For this reason, the description of the Voucher component that follows here includes page elements that you may not see or use for a particular voucher style or that you may not see or use in your implementation of PeopleSoft Payables. Whenever a page element has such dependencies, these are documented, except in the case of tax environment. The tax environment—whether VAT, SUT, Indian excise tax, sales tax, or customs duty—is usually reflected in the field labels themselves.

For discussions of specific voucher styles, see the topics that discuss those styles.

Voucher Balancing

The Voucher component has various functions that enable you to view and correct balance discrepancies. These include:

- Displays of totals for separate voucher regions— lines, charges and taxes—enabling you to quickly identify the unbalanced area.
- Calculate button: Located at the header level, this button enables you to perform on-demand balance calculations.
- Highlighted fields: Displays out-of-balance information highlighted in red.

When the voucher is in balance, the system displays an amount of 0.00 in the **Difference** field.

This topic discusses three common out-of-balance scenarios:

- The first scenario is a regular voucher with the header out of balance to the distribution lines.

  In this example, a regular voucher has a header total of 1,500.00 USD, but distribution lines totaling 1,505.00 USD. The system displays discrepancies between the header and the lines in the **Difference** field at the header level.

- The next scenario is a regular voucher with the distribution lines out of balance to the invoice line.

  This regular voucher has a header total of 2,000.00 USD and an invoice line total of 2,000.00 USD, but the distribution lines total 2,002.00 USD. When the invoice lines and distribution lines are out of balance, the system displays the discrepancy in the **Difference** field.

- The third scenario is a purchase order voucher with distributions that balance to the line, but the voucher has multiple lines that do not balance to the header.

  The purchase order voucher has a header total of 2,100.00 USD, but the invoice line total and the distribution lines total 500.00 USD. The **Difference** field at the header level displays the 1,600.00 USD discrepancy between the header amount and the lines amount. The **Difference** field at the invoice and distribution line level displays a 0.00 USD discrepancy between the merchandise amount and the distributed amount, but it appears highlighted in red, because the voucher is out of balance.

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Related Topics

- Entering Regular Vouchers
  Follow the instructions provided for entering vouchers in the "Entering and Processing Vouchers Online: General Voucher Entry Information" topic. Unless a page element, edit, or process is explicitly described as applying only to another voucher style, you can assume that it applies to the regular voucher style.
- Managing Voucher Line Tax Information with Taxware and Vertex
  This section provides an overview of voucher unposting when using Taxware and Vertex.
- Understanding VAT Processing in PeopleSoft Payables
  PeopleSoft Payables enables you to record and report VAT information associated with vouchers. Before you can do this, you must set up your VAT environment and enable your business units for VAT.
- Understanding Federal Payment Processing
  This section discusses:

Using Accounting Tags in PeopleSoft Classic

Accounting Tags increase data entry efficiency by reducing the number of keystrokes required to enter frequently used ChartField combinations. Accounting Tags are used when a transaction is created using a PeopleSoft Fluid page. For PeopleSoft Classic transaction pages, Accounting Tags can be used to populate ChartFields on transaction distribution lines, instead of using Speedcharts and speedtypes.

You choose to use Accounting Tags or SpeedCharts to distribute line amount on distribution lines. You also use the following components:

- **Tag Registration by Products**: Determine if you want to use the Accounting Tags or use the SpeedCharts within your products, when you are using the PeopleSoft Classic.
- **Tag Groups**: Restrict the use of Accounting Tags to selected transactions with your products. Tag groups valid for a particular transaction can be specified when a ChartField Display Template is specified for that transaction.
- **Assign Tag Groups**: Associate tag groups to specific components, which results in having all the Accounting Tags made available within the component.
- **Accounting Tags**: Set up distribution lines with the ChartField combinations pertinent to specific products, which saves you from entering frequently used ChartField combinations.

For a detailed understanding of setting up Accounting Tags, see the section Application Fundamentals: Setting Up Accounting Tags

Accessing the Voucher Component

The Voucher component in PeopleSoft Payables uses deferred processing. If you are adding a new voucher, you can use the fields on the add search page for the component to prepopulate the new voucher and reduce the amount of prompting and editing that you need to do on the new voucher. Note also that:

- The voucher style that you select on the add search page determines how the system displays, edits, and processes the voucher.

  The default voucher style is *Regular Voucher.*

  The selected voucher style also determines what nonmerchandise and tax-exempt fields appear on the add search page. These fields are **Miscellaneous Amount, Freight**

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Amount, Sales Tax Amount, Tax Exempt, and **VAT Amount.** The selected business unit determines whether the latter three fields appear.

> **Important**
>
> When copying purchase order vouchers, *do not* enter gross, nonmerchandise, and tax-exempt amount information in the fields on the add search page. Be sure to use the Copy PO functionality on the Invoice Information page, which ensures that the system provides these amounts by default into the appropriate fields and creates the correct voucher lines.

- The system prepopulates the control group on the add search page with the earliest assigned group for the business unit and user ID.
- PeopleSoft Payables functionality performs duplicate invoice checking using the information that you add on the add search page.

  If the system finds any vouchers that appear to be duplicates, it issues a warning before you enter the Invoice Information page. It also performs duplicate invoice checking when you save a voucher. However, the more information that you enter on the add search page, the more likely you will catch a duplicate invoice before you create another duplicate voucher.
- PeopleSoft Payables uses default information from the voucher origin table and information from other default levels to determine how the system processes the voucher.

  Each user who enters vouchers must be assigned to an active voucher origin. If the user is not assigned to a voucher origin or the voucher origin is inactive, the user cannot save the voucher. Also, you cannot change the voucher origin of a voucher after it is entered into the system.
- The system automatically populates ChartField values that are defined at the supplier location level into the voucher distribution lines.
- Entering the estimated number of invoice lines in the **Estimated No. of Invoice Lines** (estimated number of invoice lines) field enables you to enter lines on the Invoice Information page without repeatedly needing to click the **Add** button in the **Invoice Lines** scroll area.

  Any lines that you leave blank are automatically deleted when you save.
- When you enter gross amount and nonmerchandise amount values on the add search page, the system supplies the difference by default on the first voucher line and distribution line.

> **Note**
>
> If you are adding a voucher, the Invoice Information page appears when you have entered data on the add search page and clicked **Add.** If you are accessing a voucher that already exists in the system, then the Voucher - Summary page appears when you have entered the search information and clicked **Search.**

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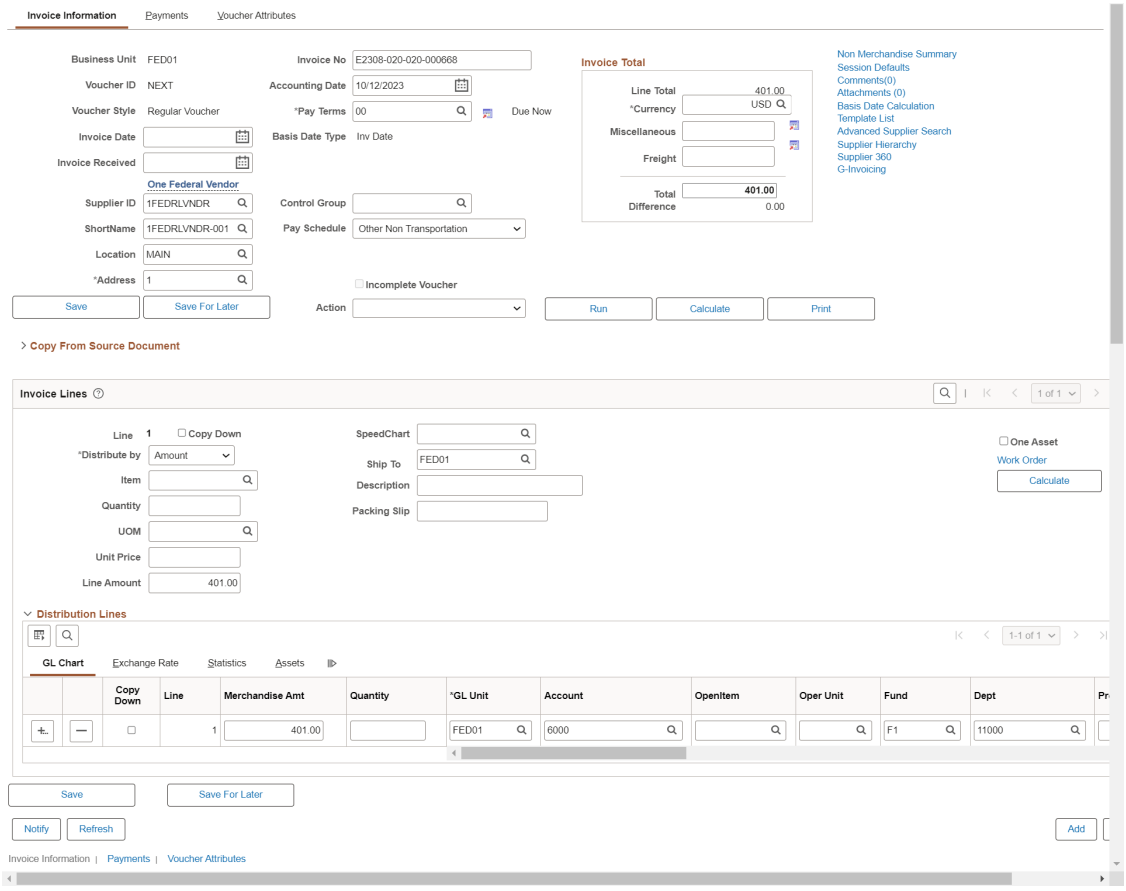
Invoice Information Page

Use the Invoice Information page (VCHR_EXPRESS1) to enter or view invoice information, including invoice header information, nonmerchandise charges, and voucher line and distribution information.

Navigation:

Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **Regular Entry**, and then **Invoice Information**

This example illustrates the fields and controls on the Invoice Information page for regular voucher style, add mode (1 of 2). You can find definitions for the fields and controls later on this page.



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> **Note**
>
> If financial sanctions validation is enabled at the installation level, the system validates the supplier against financial sanctions lists upon saving the voucher. If financial sanctions validation is enabled at the bank level, no validation of the supplier is done during voucher processing unless you specify a bank for the remit supplier and the bank requires financial sanctions validation. The system updates the supplier's financial sanctions status on the Supplier Information component.
>
> If the system determines that the supplier is a potential match to a financial sanctions list, the system displays a warning message that the supplier is currently under financial sanctions review. You can proceed with saving the voucher; however, the system does not allow payments to suppliers with a financial sanctions status of *Review* or *Blocked.*

See PeopleSoft Source to Settle Common Information: Understanding Financial Sanctions Validation.

Field or Control	Description
Related Content	Click and choose a link to view information related to this supplier and business unit combination. The system displays information from today's date to one year prior, allowing you to see at a glance information in a graphical format. You can expand the viewing area by clicking on the box above the frame and dragging it up. You can also close the viewing area by clicking the X in the upper right corner of the viewing area. Information available for viewing is: • *Match Exceptions*: Displays totals for vouchers that are in a match exception for this supplier and business unit combination. • *Prepayment Pending*: Displays the total prepayments that are pending for this supplier and business unit combination. • *Recycled Vouchers*: Displays the total vouchers that are in a recycled status for this supplier and business unit combination.
Invoice Number	Enter the invoice number or some other control number from the voucher's supporting document. The system uses this number as a reference for duplicate invoice checking if you have selected it to be one of your match criteria. **Note:** For evaluated receipt settlement (ERS) vouchers that were built by the Voucher Build process, the invoice number is appended with the ERS invoice sequence number suffix. While creating a voucher for Federal G-Invoicing EZ invoice, enter the EZ number as the Invoice Number.

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Field or Control	Description
Invoice Date	Enter the date that appears on the invoice. Invoice Date is a mandatory field and is required even for incomplete vouchers.
Invoice Received	Displays the invoice receipt date.
Accounting Date	Displays the accounting control date, which is based on the settings that are defined in the PeopleSoft Payables default hierarchy. You can override it here on the voucher. Changing this date also changes the VAT declaration date on the Invoice Header VAT Information page if the declaration point is *Accounting Date*. **Note:** If *Current Date* is selected as the accounting date option in the PeopleSoft Payables hierarchy, and the current date is not in an open PeopleSoft General Ledger period, the system uses the first available date in an open PeopleSoft General Ledger period as the accounting date.
Tax Exempt	Select if you want to override the default sales and use tax setup for this voucher and make it exempt from taxation.
Print	Click to create the invoice in a PDF file format. The system opens a new window where you can view and print the invoice.
Calculate (calculate on-demand balancing)	Click to perform on-demand balancing calculations and check whether the voucher is in or out of balance. The system displays an amount of *0.00* in the **Difference** field when the voucher is in balance.
Supplier and **Name**	Select the supplier by entering the supplier ID or short name. After you press **Tab** to exit either field, the system retrieves and populates the voucher with the full supplier name, primary address, default location information, and payment terms. In addition, the system uses default information from the supplier table in conjunction with information from other default levels (business unit, origin, and control group) to determine how the system processes this voucher. **Note:** If financial sanctions validation is enabled and the supplier has a financial sanctions status of *Review* or *Blocked,* the system displays a warning message that the supplier that is selected is currently under financial sanctions review. You can proceed with adding or updating the voucher for this supplier.
Location	Override the default location by selecting a new location. The supplier location controls much of the default voucher processing.

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Field or Control	Description
Address	Override the default address by selecting a new address.
Advanced Supplier Search	Click to search for suppliers using partial names and wildcard symbols. **Note:** If you find that the referenced supplier does not exist on the supplier table and you want to add the supplier, you do not have to cancel the voucher on which you are working. Access the Supplier Search page by clicking the supplier link and then clicking the **Add Supplier** button. This takes you to the Supplier Information component, enabling you to add the supplier to the system. After saving the new supplier, close the newly opened browser session to return to the Supplier Search page. When you are back on the Supplier Search page, select the new supplier.
Control Group	Select a control group for the voucher if applicable. The default is the earliest assigned group for the business unit and user ID. If no groups are assigned for your user ID, the **Group** field does not appear.
Miscellaneous Freight, and **Sales Tax**	Enter any miscellaneous charge amount, freight amount, or sales tax amount. To allocate these charges at a more detailed level, click the icons next to these fields to access detail pages (the Miscellaneous Charges, Freight Charges, and Sales Tax Charges pages). You should enter any amounts on the voucher page first before accessing the detail page. When you save the voucher, the system allocates the charges that you enter to the voucher lines based on the defaults that you set in the Procurement Control (BUS_UNIT_INTFC2) component for the PeopleSoft Payables business unit. **Note:** If you override the default tax information on the Invoice Line Tax Information page and then change the sales tax amount in this field, the overridden tax information will revert to the default. Enter a tax amount here before you update any tax information on the Invoice Line Tax Information page. See Miscellaneous Charges Page. See Creating Third-Party Vouchers with Customs Duty.
Transfer to Misc Chrgs Detail (transfer to miscellaneous charges detail page)	Click to access the Miscellaneous Charges page and define miscellaneous charges.

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Field or Control	Description
Transfer to Freight Detail	Click to access the Freight Charges page and define freight charges. **Note:** For Amortization Vouchers, non-prorated charge codes are not allowed for any of the non-merchandise charges. The charge codes are copied from the PO or populated by default from the setup on the Procurement Control, Non- Merch charges page. If a nonprorated charge code is used or defaulted, the Charge Type field is set to blank for you to select from a list of prorated charge codes by using the lookup prompt. If you try to save the voucher with a blank Charge Type field, an error message is displayed asking you to enter a prorated charge code.
Transfer to Sales Tax Detail	Click to access the Sales Tax Charges page and define sales tax charges.
Use Tax	Displays the calculated use tax. The system calculates the use tax either from: • A use tax code that is entered on the Invoice Line Tax Information page. • The difference between the sales tax that is entered on the voucher header and the sales tax that is entered or calculated for the voucher lines if the voucher lines are tax applicable but the header sales tax amount is less than the total for the lines. Click the **Transfer to Use Tax Detail** icon to access the Use Tax Charges page, where you can specify how to allocate the use tax charges. See Miscellaneous Charges Page. See Invoice Line Tax Information Page.
Transfer to Use Tax Detail	Click to access the Use Tax Charges page and define prorated or nonprorated use tax charges.
Transfer to VAT Header	Click to access the Invoice Header VAT Information page and define VAT default information for this voucher.
Total and **Currency**	Enter the full amount of the voucher, including merchandise and service amounts (entered on the voucher lines), freight, and tax. Enter the gross amount to ensure balancing between the voucher header and voucher lines. You can enter gross amounts only up to the limit that is specified on your PeopleSoft Payables user profile.
Difference	Displays the amount that you are currently out of balance. To arrive at this figure, the system compares the sum of the invoice lines plus the applicable charge amounts and the entered gross amount.

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Field or Control	Description
Pay Terms	Select the payment terms. These terms are supplied from the PeopleSoft Payables default hierarchy. Click the **Transfer to Pay Terms Detail** button to access the Payment Terms page, where you can override the defaults or change associated information.
Basis Date Type	Displays the basis date type which controls the basis date on which the payment terms are based. You can override the basis date type on the Payment Terms page.
(USF) Pay Schedule	Indicate a federal payment schedule type for this voucher. The system uses this information to group this voucher with others and assign it to the appropriate payment schedule. Select from: • *Manual* • *Other* • *Transport* (transportation) See Understanding Federal Payment Processing.
Non Merchandise Summary	Click to access the Non Merchandise Charges Summary Information page, where you can view the miscellaneous amount that is allocated to each voucher line for each charge code. This page is useful only after you enter or copy voucher line information.
Session Defaults	Click to access the Session Defaults page, where you can select existing available session defaults or set ad hoc default values for all of the invoices that you enter in the current session. These defaults override the defaults that the system applies using the PeopleSoft Payables control hierarchy.
(USF) Calc Basis Date	Click to access the Date Calculation page, where you can enter information that enables you to schedule the payment for this voucher on a U.S. Federal prompt payment basis. You can also use the Date Calculation page to enable enforcement of valid reimbursable periods for project-related vouchers. See Applying Prompt Payment Protocols. See Enforcing Valid Reimbursable Periods for Project-Related Vouchers.
Attachments (n)	Click to add or view attachments related to this voucher. The system displays the number of attachments attached to the voucher. If no attachment is attached, the system displays **(0).** If you have enabled the Approval Framework, you can decide if you want to allow approvers to view the attachments on this page. See Application Fundamentals: Installation Options - Multiple Attachments Page to define the maximum attachment upload limit for various products.

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Field or Control	Description
Comments (n)	Click to enter comments for a voucher to explain payment schedules, issues with the supplier, or anything else that you need to document the invoice. Any comments that you enter in this field are meant for your reference only. You can enter up to 254 characters for a comment. If you exceed 254 characters, the system displays a warning message that it can save only 254 characters and truncates the message. The system displays the number of comments attached to the voucher. If no comment is attached, the system displays **(0).** **Note:** For claim vouchers, the system populates this field with identification information that is necessary for processing. Do not edit or delete any existing information in this field.
View Invoice Image	Click to open the scanned invoice image, which was used to create a voucher using a third party imaging solution. This link is enabled only after the Voucher Build process runs successfully and creates a voucher. See Understanding Third Party Imaging Solution Integration with PeopleSoft Accounts Payable and eSettlements **Note:** The View Invoice Image is available if you have selected the Voucher Source as Document Management Interface at the time of creating the invoice. This voucher source allows integration from third party imaging solutions to voucher staging.
Approval History	Click this link to access the Approval History page and view the approval history for the voucher. **Note:** This link is only available for vouchers that are submitted for approval in the Approval Framework.
View Audit Logs	Click to access the Search Audit Logs page and view audits associated with this voucher. **Note:** This link is only available if you enable audit logs. Information displayed depends on the events selected for auditing.
Submit for Approval	Click to submit the voucher for approval. **Note:** This button only appears if the voucher is enable for approvals in the Approval Framework. **Note:** If the Email Approval System is enabled and set for HTML Email Approval, a Voucher Approval page is sent to the approver by email, with details of the voucher and a Submit button. The approver can approve or deny the voucher approval through the email.

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Field or Control	Description
Sales/Use Tax Summary	Click to access the Sales/Use Tax Summary page, where you can review and modify, if applicable, the SUT information for all the voucher lines.
	Click this icon to view messages entered on the invoice A buyer can also use this icon to send a message to the supplier. For more information, see the Messages Page section under PeopleSoft eSettlements: Self-Service Invoice - Review Invoice Page

Invoice Information

Field or Control	Description
Related Voucher	Journal vouchers only. Use this field to associate the journal voucher with the voucher for which you are correcting accounting entries.
	Click the **Finalize Document** icon to finalize the predecessor PO. This icon also appears in the **Invoice Lines** group box as the **Finalize Line** icon, which you can click to finalize the predecessor PO line.
	Click the **Undo Finalize** icon to undo the finalization of the predecessor PO. This icon also appears in the **Invoice Lines** group box as the **Undo Finalize Line** icon, which you can click to undo finalization of the predecessor PO line. See Performing Partial and Final Liquidations.
Dispatch Method	Debit memo adjustment vouchers only. Select a dispatch method for this debit memo adjustment voucher. This field is available only if the voucher style is *Adjustment* and the voucher source is *Match Adjustment*. You can override the dispatch method that is defined in the **Debit Memo Options** collapsible region on the Supplier Information - Payables Options page. Values include *Blank, EDI/XML, Email, Fax, Phone,* and *Print*. See Processing Debit Memo Adjustment Vouchers.

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Field or Control	Description
VAT Amount (value-added tax amount)	If this is a VAT-applicable voucher that is subject to exclusive VAT, enter the gross VAT amount. Click the **Transfer to VAT Header** icon to access the Invoice Header VAT Information page if you need to review and override the voucher's default VAT settings. When you click this icon, the system retrieves the VAT defaults based on your VAT setup and entered supplier and supplier location information. **Note:** If your voucher is in a VAT environment and you do not enter any of the VAT pages for your voucher before saving it, the process to retrieve the VAT defaults is triggered automatically at save time. If you are creating an amortization voucher with Value added tax (VAT), the VAT Recovery amount is posted to a separate account as the amount is recoverable. However, the VAT Non Recoverable amount will be charged to the Prepaid Asset account as the amount is non-recoverable and will be amortized. See Entering Online Vouchers With VAT.

The Action Field

When you have finished entering your voucher and saved it, you have three options for processing your voucher:

1. Perform budget-checking, matching, document tolerance checking, asset loading, posting, and journal generation on this and other vouchers in batch from the batch request pages for those processes.
2. Process the voucher on demand, directly from the Invoice Information page, using the **Action** field.
3. Process this and other vouchers in batch from the Voucher On-Demand Processes batch request page using on-demand process groups.

The first option is generally the most efficient, but the second option is useful when you must process a voucher immediately, on demand. The third option is convenient when you want to perform multiple sequential processes, such as matching, asset loading, voucher posting, and journal generation, on a batch of vouchers.

If you want to process a voucher on demand from the Invoice Information page:

1. Save the voucher.
2. Select an on-demand process group in the **Action** field.
3. Click **Run** to initiate processing.

   While the voucher is being processed, the fields on the Voucher component are unavailable for entry. Click **Refresh** to view the processing status of the voucher on the Voucher Summary page.

The process groups that are available depend on whether you have on-demand processing enabled, your user ID, and whether your voucher requires the processing. If budget-checking isn't applicable to a voucher, for example, the Budget Checking process group will not be available. Process groups that may be available include:

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- Budget Checking (BUDGET_CHK).
- Document Tolerance (DOC_TOL).
- Matching (MATCHING).
- Matching, Doc Tolerance, Budget Check (MTCH_DT_BC).
- Voucher Post (PST_VCHR).
- Journal Generate (PST_VCHRGL).
- Voucher Post Load AM (POSTAPAM).
- Journal Gen, Load AM (POSTAPGLAM).

See Running On-Demand Voucher Processes as a Batch Request.

Other Header Information

Field or Control	Description
Document Sequencing	Click to access the Document Sequence page, where you can view or override the document sequencing settings. This link appears only if you have implemented document sequencing. See Understanding Document Sequencing.
Withholding	Click to access the Withholding Information page, where you can view or override the default withholding details for the voucher. This link appears only if the voucher is associated with a supplier that is set up for withholding. If you are adding a voucher and enter the supplier on this page rather than the add search page, the link appears when you press **Tab** to move out of the **Supplier** field. See Reviewing and Entering Withholding Information for Vouchers.
VAT Summary	Click to access the Invoice VAT Summary Information page, where you can view the calculated VAT totals for the invoice by VAT code. You can also link from the Invoice VAT Summary Information page to the VAT default pages if you need to review or override VAT defaults for the voucher. **Note:** If the voucher is in a VAT environment and you do not enter any of the VAT default pages for the voucher before you save it, the process to retrieve VAT defaults is triggered automatically at save time. See Invoice VAT Summary Information Page.

(USF) Advance Payment Option

If you are creating a prepayment voucher and you are a U.S. Federal agency with **Enable Federal Payment** selected on the Installation Options - Payables page, the **Advance Payment Option** group box appears. When you select **Use Advance Payment** in that group box, you are required to associate the prepayment with a purchase order.

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> **Note**
>
> The voucher component does not copy lines from the associated purchase order when you enter the PO number here.

See Handling Advances for Federal Agencies.

Copy from a Source Document

Use the following fields for copying from a source document. The voucher style determines which fields appear here:

Field or Control	Description
PO Unit (PeopleSoft Purchasing business unit) and **PO Number**	If you want to copy all of the lines from a purchase order into the voucher, enter the PeopleSoft Purchasing business unit and the PO ID for the purchase order that you want to copy. Then click the **Copy PO** (copy purchase order) button. This option is available only if you are creating a regular voucher, template voucher, or third-party voucher. **Note:** When copying a purchase order into a voucher, *do not* begin by entering nonmerchandise and tax-exempt information on the add search page. Use the **Copy PO** button to ensure that the system provides these amounts by default to the appropriate fields.
Voucher ID	If you want to copy all of the lines from another voucher into the voucher, enter the voucher ID number that you want to copy. Then click the **Copy to Voucher** button. To copy individual voucher lines, enter a supplier and click the **Copy from Worksheet** link. This option is available only if you are creating an adjustment or third-party voucher.
Voucher to be Reversed	If you want to reverse a voucher, select the voucher ID number of the voucher you want to reverse, and click the **Copy to Voucher** button. The system copies all information that is related to the selected voucher (such as voucher lines, distribution lines, freight, miscellaneous charges, and sales tax, and VAT information) into the reversal voucher. This option is available only if you are creating a reversal voucher.
Reverse Remaining Vchr Balance (reverse remaining voucher balance)	Select to reverse only the unpaid voucher balance. This option is available only if you are creating a reversal voucher.

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Field or Control	Description
Adjust PO/Restore Encumbrance (adjust purchase order/restore encumbrance)	Select to restore the encumbrance and to adjust the purchase order matched quantity or amount. This option is available only if you are creating a reversal voucher, and if the related purchase order has not been reconciled. If the related purchase order on the voucher line has been reconciled, this check box is deselected and unavailable for entry on the voucher line of the Invoice Information page.
Copy From	If you want to search for individual source documents to copy, to select a range of source documents, or to review individual source documents, select one of the values in this field to access the appropriate Copy Worksheet: • *Non PO Receipt* • *None* • *PO Receipt* • *Purchase Order Only* • *Template* • *Voucher* See Copying Source Documents to Create Vouchers Online.

Invoice Lines

Use the **Invoice Lines** scroll area to enter information for each line on the invoice: the merchandise amount, unit price, quantity, and description. Initially, at least one line appears automatically; enter as many additional lines as needed (. The system assigns a line number to each voucher line that you add to ensure that each voucher line is unique.

> **Note**
>
> You cannot add more than one line while creating a voucher for Federal G-Invoicing EZ invoice.
>
> Rebalancing and calculations are affected by deferred processing.
>
> You cannot enter or adjust voucher lines after a voucher has been payment posted.
>
> You cannot combine replacement type return-to-vendor (RTV) vouchers with credit or exchange type RTV vouchers (vouchers having credit and replacement type lines, or exchange and replacement type lines). Doing so causes match exceptions, because these differing voucher types are created with dissimilar statuses. The Voucher Build process builds replacement RTV debit memos with a *To Be Matched* status so that the Matching process correctly updates the matched amounts between the purchase order, the receiver, and the voucher. However, the system receives credit and exchange RTV vouchers that are already configured with a *Matched* status. They do not need to be run through the Matching process as their totals do not affect quantities that need to be matched.

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Field or Control	Description
Copy Down	Select this check box to allow the fields in the voucher line to be copied. The user can copy information from selected voucher line and distribution line to other voucher lines. The Copy Down check box on the Invoice Line is disabled if: • The voucher has been posted. • The voucher has been applied to prepayments. • The voucher is closed. • The voucher has posted payments. • The voucher is in verified control group. • The voucher is matched.

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Field or Control	Description
Distribute by	Select a distribution method: *Amount:* You must enter the merchandise extended amount for the voucher line. You can also enter the quantity, unit price, and unit of measure (UOM) on the voucher line and a quantity on the distribution line for informational purposes only. If you change the value in the merchandise **Extended Amount** field, the **Unit Price** field is recalculated. **Note:** Any changes in the extended amount will be reflected in the distribution. The system adjusts the distribution line that has the maximum distribution line number. If you reduce the amount below the original PO amount, then the only adjustment is to set the amount to zero on the distribution line that has the maximum distribution line number. In this case, you must still adjust the distribution amounts so that they tie back to the voucher line amount. In addition, any change to the merchandise amount will be accompanied by a corresponding change to unit price. If the original distribution method on the purchase order was quantity and you change the method to amount, then the distribution as well as the voucher line information remains unchanged. Even under the amount distribution method, the voucher line quantity should equal the sum of the distribution line quantity. If they are not equal, then an error message is issued. *Quantity:* The system calculates the merchandise amount on the invoice lines and distribution lines based on the quantity and unit price. You must enter the quantity, unit price, and UOM. The **Extended Amount** field is not available for entry. Select the **Force Price** option if you want to force the unit price based on the entered merchandise amount. This option is described subsequently. **Note:** If you change voucher line quantity, the system does not adjust the distribution lines in response. Therefore, if you change the voucher line quantity, you must adjust the corresponding distribution level quantity. A validation exists to check whether the voucher line quantity is equal to the sum of distribution quantities. In addition, if you change the quantity on the copy worksheet (either PO or receiver), then the changed quantity is copied onto the voucher line, whereas the distribution still retains the original PO quantity. You should manually adjust the distribution quantity such that the sum of the distribution quantity equals the voucher line quantity. If the original distribution method on the purchase order was amount and if you change the method to

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Field or Control	Description
	quantity, then the system recalculates the distribution amounts using the quantity on the distribution line and the unit price on the voucher line. An option also exists of forcing the price that is available under this method. Selecting this option will force the system to calculate the price based on the extended amount. When you select this option, the unit price field is not available.
SpeedChart	Enter a SpeedChart or Accounting Tag value When you press **Tab** to move out of the edit box, prorated amounts and distribution ChartFields appear on the voucher distribution lines. If the SpeedChart was defined with no proration percentages, you must enter the distribution amounts yourself. SpeedChart/Accounting Tag is not available on the reversal or prepaid voucher, as these voucher styles do not enable you to add voucher lines. If the voucher style is not Prepaid or a Reversal and the Quick Invoice Template status is Complete, the SpeedChart/Accounting Tag field value on the Invoice Line and the Quick Invoice Line will be displayed as default. The default value is populated from the Supplier Location page. See PeopleSoft Source to Settle Common Information: Defining SpeedCharts. **Note:** The option of using SpeedCharts or Accounting Tags is determined by the configuration set up in the Tag Registration by Product component, applicable to PeopleSoft Classic. See the section Application Fundamentals: Setting Up Accounting Tags
Packing Slip	Enter a packing slip number from the supplier's invoice.
Contract Info	Displays the contract information existing on the PO.

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Field or Control	Description
Work Order Resources	If the invoice line is for a Maintenance Management external resource, use these fields to enter the actual resource procurement cost. You then transfer the information back to Maintenance Management to help determine the actual cost. These fields appear only if your organization has installed the Work Order component in PeopleSoft Maintenance Management. If the system populates these fields with data that is copied from a purchase order, you cannot edit the information. **Note:** If you are creating a non-purchase order voucher for items that are *already entered* in the Inventory application, *do not* enter work order information here. Doing so creates a duplicate charge situation, because PeopleSoft Payables and Inventory individually send work order charges for the same item to Maintenance Management. If you create new (that is, not already entered in Inventory) non-purchase order vouchers that are associated with a work order, you can choose to distribute the invoice line by quantity or amount, but you must specify values for the **Quantity, UOM** (unit of measure), and **Unit Price** fields on the related invoice lines.
Maintenance Work Order	Select the specific work order for the invoice line.
Task Number	Select a work order task for the invoice line. Available tasks depend on the selected maintenance work order.
Resource Type	Select *Labor*, *Material*, or *Tools*.
Resource Line No (resource line number)	Select a specific resource line number for this invoice line. Available resource line numbers depend on the selected resource type.
Item	Enter an item ID reference code and a line item description of up to 30 characters. If you also have PeopleSoft Purchasing installed, you can use an existing item from the PeopleSoft Purchasing item table. When you press **Tab** to move out of this field, the system populates the **Description** field with the associated description.
Related Voucher	For reversal and adjustment vouchers, displays the voucher ID of the voucher line that is being reversed or adjusted.

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Field or Control	Description
One Asset	Select to override all assets on the voucher line to use the same asset ID. Selecting this option causes the system to update all of the asset IDs for all asset-applicable distribution lines under the voucher line to *NEXT*, each sequence number to *1*, and the profile ID to the profile ID of the first distribution line. You can override these values on individual distribution lines.
UPN (Universal Product Number)	Select to access the Invoice Line UPN Information to view the UPN Details. This link is available when following vouchers are created by copying from a source document: • Regular vouchers • Adjustment/Reversal vouchers • Quick voucher
Federal Award Data	Click to access the Federal Award Data secondary page where you can enter the Procurement Instrument Identifier (PIID) and Federal Award Identifier (FAIN) values. This link appears only if federal payments are enabled at the installation level. For more information on enabling federal payments, see Application Fundamentals: Installation Options - Payables Page. For additional information on enabling SAM and Federal Award Data, see Application Fundamentals: Installation Options - Federal Processing Options Page. The PIID and FAIN values can be defaulted from the Purchase Order header to AP Vouchers line level when creating lines from a Purchase Order. For more information on Purchase Order award data, see PeopleSoft Purchasing: Federal Award Data page.
Force Price	Select if you want to force a change to the unit price to achieve the entered extended amount. Use when the sum of the merchandise amounts on the distribution lines does not match, usually because of rounding. Selecting **Force Price** enables you to change the extended amount and have the unit price recalculated to achieve that extended amount. **Note:** This check box is available only if you are distributing by quantity and copying from either a purchase order or a receiver. You must refresh the page to enable the **Force Price** check box.

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Field or Control	Description
Adjust PO Percentage	Click this button to adjust the purchase order percentages. After clicking the button, the Percentage column becomes available for edit. The totals entered must equal 100. Once reallocated, click the **Allocate by Percentage** button to reallocate the expenses. This button only appears for vouchers created from purchase orders or receipts.
Allocate by Percentage	Click this button to reallocate the voucher line's quantity and amount over the distributions by the percentage copied forward from the purchase order. This button only appears for vouchers created from purchase orders or receipts.
Sales/Use Tax	Click to access the Invoice Line Tax Information page, where you can override the default tax settings for the voucher line.
Purchase Order & Receiver Info (purchase order and receiver information)	Click to access the View Source PO/Receiver Information page, where you can view information about the source purchase order or receiver, including comments of various types, including header, line, and ship-to comments. This link appears only if you have PeopleSoft Purchasing installed on the same database.
Associate Receiver(s)	Click to access the Associate Receiver page and Associate Receiver Lines page, where you can manually associate individual receivers with the voucher line for three-way matching. This link is active only if you have copied purchase order or receiver information onto the voucher using the **Copy Worksheet Option** field and the purchase order requires matching, or if the supplier is set up for receipt-only matching. See Understanding the Matching Process.
Invoice Line VAT or **VAT and Intrastat**	Click to access the Invoice Line VAT Information page if you need to review and override the default VAT and Intrastat settings for the voucher line. The **VAT and Intrastat** link appears only on VAT-applicable adjustment vouchers. **Note:** If your voucher is in a VAT environment and you do not enter any of the VAT pages for your voucher before saving it, the VAT default process is triggered automatically at save time. See Invoice Line VAT Information Page.

Distribution Lines

For each voucher line that you enter, you must also enter the distribution information in the **Distribution Lines** grid. Each voucher line must have one or more distribution lines. You can select the **Copy Down** check box on a distribution line to copy that line's general ledger business unit and ChartField values to new distribution lines.

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> **Note**
>
> You cannot enter or adjust distribution lines after a voucher has been payment posted.

You can enter project information on distribution lines, and the project information that you capture on vouchers is available to PeopleSoft Project Costing. By entering multiple distribution lines, you can add multiple project lines for each voucher line to categorize project costs. If you have implemented PeopleSoft Project Costing during installation and add project information to a distribution line, you need at minimum to add the project business unit, project ID, activity ID, and resource type. The other fields are optional. If you have not installed PeopleSoft Project Costing, you are not required to enter a project business unit.

See PeopleSoft Project Costing: Understanding Integration with PeopleSoft Payables.

To access the Voucher Distribution Line VAT Information Page, click the **VAT** link on the VAT tab in the **Distribution Lines** scroll area on the Invoice Information page.

To access the Invoice Line VAT Information Page, click the **Invoice Line VAT** link in the **Distribution Lines** scroll area on the Invoice Information page.

To access the Invoice Header VAT Information Page, click the **VAT Summary** link on the Invoice Information page.

Click the **Transfer to VAT Header** link on the Invoice VAT Summary Information page.

GL Chart Tab

Fields on this tab that are not documented here are optional ChartFields that are delivered with PeopleSoft Payables. They share the same validation error processing when you save the voucher as do the fields described here.

> **Important**
>
> ChartFields that appear here depend on how you configure options on the Standard Chartfield Configuration page.

See Application Fundamentals: Standard ChartField Configuration Page.

Field or Control	Description
Copy Down	Select the check box on a distribution line and click the **Insert Row** button to copy that line's general ledger business unit and ChartField values to new distribution lines. If multiple distribution lines are selected, the system will issue a warning and arbitrarily select the ChartField values from one of the selected lines to populate the new lines. If no line is selected, only the default general ledger business unit will be populated. **Note:** Selecting the **Copy Down** check box at distribution line is ignored during copy down from the voucher line.

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Field or Control	Description
PO Percent	This field appears only if the voucher was created by copying a purchase order into the voucher.
Percent	If the user removes distributions or reallocates the distribution amounts, the **Percent** column will update with the changes to reflect the actual percentage (Distribution Amount / Line Amount). **Note:** This field appears only if the voucher was created by copying a purchase order into the voucher.
Merchandise Amt (merchandise amount)	Enter the amount that you want to charge to the ChartField values that follow. The total of all amounts that you enter on the distribution lines for a voucher line must equal the merchandise amount on the parent voucher line. An error message appears if an imbalance occurs.
Quantity	Enter the number of units purchased that should be associated with the distribution line. This field is required if you are distributing by quantity. It is optional if you are distributing by amount. If you have entered a quantity on the voucher line, the total of all quantities entered on the distribution lines for that voucher line must equal the quantity on the parent voucher line. If you are entering a voucher line for a fixed asset that you will send to PeopleSoft Asset Management, you must enter a quantity for the asset.
Approval History	Click the link to open the Approval History page and view the voucher approval details. This field is available only when an eSettlements Voucher using AWE approvals has line level approval enabled and the distribution has been submitted to workflow. See PeopleSoft eSettlements: Approving Invoices Using Mobile Approvals

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Field or Control	Description
GL Unit (general ledger business unit)	Identifies the general ledger business unit that will be charged with the expense that is coded on the distribution line. The default value is the general ledger business unit of the PeopleSoft Payables business unit under which the voucher is being entered. If you change the value to charge a different PeopleSoft General Ledger business unit, the system creates interunit accounting entries. This occurs during voucher and payment posting. In this case, ChartField validation occurs based on the ChartFields of the PeopleSoft General Ledger business unit. **Note:** When you enter interunit vouchers on the Invoice Information page, the value for the **Budget Status** field on the Voucher Summary page changes from *Valid* to *Not Budget Checked*. You must run the budget checking process to reset the status to *Valid* to make the voucher eligible for posting during voucher post.
Entry Event	Enter the entry event code for the voucher if applicable. The system displays this field if you have enabled entry events. See Application Fundamentals: Processing Vouchers, Payments, and Cash Clearing Transactions with Entry Events. See Understanding Entry Events in PeopleSoft Payables.
Account	Enter an account. When you save the voucher, the system validates the account that you enter along with any other ChartField values. If the account that you select has been set up as a statistical account, the **Amount** and **Quantity** fields on the invoice line become inactive and any values that you may have already entered are deleted. If the Installation option is enabled, the **Altacct** (alternate account) field appears next to the **Account** field in the grid. If you are creating an Amortization voucher, the account field is automatically populated with the account value entered on the Accounting Entry Template page against the Accounting Entry Type - Prepaid Asset Account.
OpenItem	If the account that you enter has been set up as an OpenItem account, you must enter an open item reference. Select a reference by prompting. If you enter a reference for an account that is not an open item account, an error message appears when you attempt to save the voucher. You must remove the invalid reference before you can save the voucher. See Using OpenItem Accounting in PeopleSoft Payables.

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Field or Control	Description
Project ID	Enter a project identifier. This field appears if you do not have PeopleSoft Project Costing installed on your database.
Budget Date	Displays the budget date of the distribution line if the Commitment Control feature is enabled. You define which field the system uses for the budget date on a voucher in the Source Transactions component when you set up the Commitment Control feature in PeopleSoft General Ledger. You can also specify at the installation options whether the default budget date is the accounting date of the voucher or of the predecessor document (purchase order).
Affiliate	If the supplier is an interunit supplier, this field is not editable and the affiliate code appears by default.

Exchange Rate Tab

Field or Control	Description
GL Unit (general ledger business unit) and **Currency**	Identifies the general ledger business unit that is charged with the expense that is coded on the distribution line, as well as the currency in which it will be charged.
Exchange Rate	Appears automatically based on the default rate type from the market rate tables. You can override this value on the Voucher Attributes page. This field appears only when the distribution general ledger business unit is different from the voucher's general ledger business unit, or when the voucher is saved.

Statistics Tab

This page displays statistical quantity information.

If you are distributing by quantity, you can distribute that quantity using a statistics code. The system converts the distribution line quantity from the distribution line UOM to the standard UOM that is associated with the **Statistics Code** field. The converted quantity is stored in the **Statistic Amount** field. The **Statistic Amount** and **Unit of Measure** fields are inactive.

If you enter a statistic account on a voucher line, you must refresh the page by clicking the **Refresh** button (access key: **Alt**+0) so that the merchandise amount and quantity fields on the invoice line are unavailable and blank. You must enter a statistic amount. You can enter the statistic amount in a UOM that is different from the standard UOM that is associated with the statistic account. After you enter the statistic amount, enter the corresponding UOM. The system converts the statistic amount that you enter back to the standard UOM that is associated with the statistic account. The **Statistics Code** field becomes unavailable for entry.

Whether you are using a statistic account or a statistics code, if the system cannot find a conversion formula between the two UOMs in the UOM conversion table, an error message appears. For example:

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- If you are using a statistic account, the system resets the UOM to the standard UOM for the account, and you must modify the **Statistic Amount** field manually so that it corresponds to the standard unit of measure.
- If you are using a statistics code, the system does not calculate a statistic amount; you must delete the **Statistic Code** field value or enter another one.

Assets Tab

Field or Control	Description
Asset	Select to enter asset information for the distribution line. All the fields on this tab become active when you select the **Asset** check box.
Business Unit (PeopleSoft Asset Management business unit) and **Profile ID**	Enter a business unit and a profile ID to indicate that the distribution line is related to an asset. These fields are required. **Note:** You cannot assign the same asset ID to different profile IDs. After the voucher has been sent to PeopleSoft Asset Management, you cannot change the PeopleSoft Asset Management business unit or Profile ID fields unless you unpost the voucher.
Asset ID	Enter an asset ID. Otherwise, the field value *NEXT* appears by default. This value indicates that the next asset ID value in the PeopleSoft Asset Management system is assigned automatically. When you accept *NEXT* as the default, you can use the **Sequence Number** field to make more than one distribution line share the same automatically incremented asset ID. The system validates that a unique asset ID has only one profile ID associated with it for a given voucher line. **Note:** You cannot perform asset transfers in PeopleSoft Payables. You can make ChartField changes in PeopleSoft Payables, but you must also have your asset manager make a corresponding change in the appropriate PeopleSoft Asset Management page.

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Field or Control	Description
Sequence Number	If you have accepted the default asset ID value of *NEXT*, you can enter a sequence number to indicate an asset grouping of voucher distribution lines. If the asset ID is *NEXT*, you can enter any numeric value in this field. The unique combination of *NEXT* in the **Asset ID** field and the sequence number that you enter here cause a unique asset ID to be generated when the information is processed by PeopleSoft Asset Management. For example, if you have four distribution lines for assets that you want to assign to two separate asset IDs, you can specify an asset ID of *NEXT* and a sequence number of *1* for the first two lines and an asset ID of *NEXT* and a sequence number of *2* for the next two. Each group of two lines is assigned its own asset ID number. Leave this field blank if you entered a known asset ID. If the asset ID is *NEXT* and the *Sequence Number* field is blank, the system generates a unique number. If you selected the **Use One Asset ID** check box for the voucher line, the system populates the **Asset ID** field with *NEXT* and the **Sequence Number** field with *1* for each asset-applicable distribution line, and causes PeopleSoft Asset Management to assign all distribution lines to the same asset ID.
Cost Type	Select the cost type for the asset. Values are: *A:* Allowance for ADV depreciation. *C:* Cost type. *G:* Grant reimbursements. *I:* Impairment loss. *M:* Margin. *P:* Scrap on asset. *R:* Revaluation. *S:* Sale of assets. *V:* Reserve for ADV depreciation. *W:* Depreciation write-off. *X:* Revaluation reversal. *Y:* Impairment reversal.

TAS/BETC Tab

The TAS/BETC tab appears only if:

- Federal payments are enabled, the voucher is using a Secure Payment System (SPS) payment format, and you are a GWA Reporter. Or
- The Non-Treasury Disbursed ALC check box is selected on the Agency Location Code tab, and the Reporter Category for the ALC associated with the voucher contains AP Payments.

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The TAS value appears by default based upon the fund and in most cases the BETC code will also be displayed by default. If BETC does not appear by default, it will have to be manually selected from the BETC prompt list. For a non GWA Reporter, the fields will be hidden.

VAT Tab

This tab appears only for business units that are enabled for VAT.

Click the **VAT** link to access the Invoice Distribution Line VAT Information page if you need to review or update the VAT control settings for the distribution line.

> **Note**
>
> If your voucher is in a VAT environment and you do not enter any of the VAT pages for your voucher before saving it, the VAT default process is triggered automatically at save time.

See Voucher Distribution Line VAT Information Page.

Amortization Tab

This tab appears only if the Voucher Style is Amortization.

Field or Control	Description
Start and End Dates	Enter the start and end dates for the amortization schedule. These fields are mandatory at the time of posting the voucher. However, you can save the voucher without entering the dates using the Save for Later button and later return to update at the dates.
Amortization Type	Select an amortization type using the lookup prompt. The values available depend on the setup on the Amortization Template page. The Amortization Template used is determined based on the value defined on the Ledgers for a Unit page setup for a particular Ledger Type and Ledger Group.
Amortization ID	Displays the system generated ID after you save the voucher. This value is unique for a GL business unit.

Balancing

The system automatically enters default values that are entered for miscellaneous charges, freight charges, VAT, and taxes on the add search page into the appropriate fields. You can edit these amounts.

In addition, field display in this group box varies depending on add search page values that are entered. For example, when you use a *Prepaid* voucher style, the system disables the **Misc Charge Amount** (miscellaneous charge amount), **Freight Amount,** and **Sales Tax Amount** fields. And if you select a VAT-applicable business unit, the system enables VAT fields on the voucher.

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> **Note**
>
> The system acts differently when calculating VAT depending on whether you are in the Add mode or the Update/Display mode. When you enter a VAT amount using the add search page, the system supplies the VAT line amount on the Invoice Information page, and if the amount is edited, correctly recalculates this amount. However, when you modify an existing voucher VAT amount using the Update/Display mode, the system *does not* recalculate the VAT line amount. Instead, it displays the difference between the header and line amounts in the **Difference Amount** field.

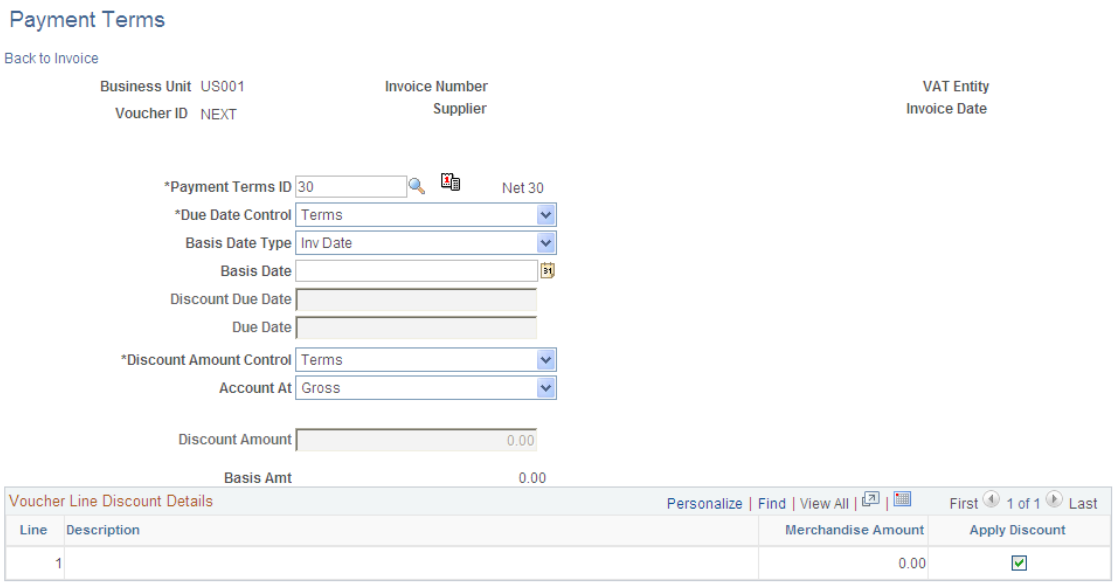
Payment Terms Page

Use the Payment Terms page (VCHR_TERMS_EXP) to view or change the default payment and discount terms for the voucher.

Navigation:

Click the **Transfer to Pay Terms Detail** button on the Invoice Information page.

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



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Field or Control	Description
Payment Terms ID	Controls how the voucher is paid, including the discount date and discount amount. PeopleSoft Payables supports both single and multipayment (installment) terms. You define payment terms on the Payment Terms - Multi Payment page or the Payment Terms - Single Payment page. The default setting on the voucher is based on the payment terms that are established for the supplier location for this voucher. Multipayment terms generate multiple scheduled payment records when you save the voucher by allocating the total payment amount for the voucher over these scheduled payments, according to the percentages that are established in the terms definition. With multipayment terms, you can also generate installment payment records (and review them and edit them, if necessary) in advance of committing them by saving the voucher. You can always edit the voucher immediately after saving, but this alternate method may offer more peace of mind.
	Click the **Schedule Payments** icon to generate payment records in advance of saving the voucher. For multipayment terms, this prepopulates multiple schedule payment records (installments). For single payment terms, this calculates and supplies the net due date, the discount amount, and the discount due date if the terms are discount-applicable. You can also do this by clicking the **Schedule Payment** button on the Payments page.
Due Date Control	Either accept the default due dates, or enter user-specified amounts. Select from: *Terms:* This is the default setting. When you select this value, the **Basis Dt Type** (basis date type) field is available for entry, but the **Discount Due Date** and **Due Date** fields are not. If the **Due Date Control** field is specified as *Terms*, then the scheduled due dates and net due dates are determined by the payment term specified. *User:* When you select this value, the **Discount Due Date** and **Due Date** fields are available for entry and you can modify them. The **Basis Dt Type** field is unavailable for entry. If the **Due Date Control** field is set to *User*, then the date is derived from the **Due Date** field.

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Field or Control	Description
Basis Dt Type (basis date type)	Enter the date for the system to use to calculate the discount due date and payment due date for the voucher. This field controls the basis date on which the payment terms are based. Values are: *Acct Date* (account date): The accounting date determines the payment basis date. *Doc Date* (document date): The date that the voucher is entered, which determines the payment basis date. If you select this value, the document date appears in the **Basis Date** field. *Inv Date* (invoice date): The invoice date determines the payment basis date. *Recpt Date* (receipt date): The receipt date determines the payment basis date. *Ship Date:* The ship date determines the payment basis date. *User Date:* The user-defined date that is entered in the **Basis Date** field determines the payment basis date. **Note:** Just because you can select an alternate basis date source does not necessarily guarantee that the particular date is currently available for the voucher. For example, the receipt date and ship date values would typically be available only if the invoice had first been matched to the purchase order, the receiver, or both. If you select a basis date value for which no corresponding date value is populated, a warning appears asking whether you want to use the invoice date as the override basis date. If you select *Yes*, you can save the voucher and generate scheduled payment data. Until a voucher is posted or paid, you can always update the voucher for the intended basis date if it becomes available.
Basis Date	Displays the date used to calculate the discount due date and payment due date for the voucher. The system populates the date based on the basis date type. If the basis date type is *User Date*, this field is available and the system requires that you enter a date. This basis date is not the same as the federal payment basis date on the Date Calculation page.
Discount Due Date	If you select *User* in the **Due Date Control** field, enter a discount due date.
Due Date	If you select *User* in the **Due Date Control** field, enter a due date.

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Field or Control	Description
Discount Amount Control	Accept the default discount amounts or enter user-specified amounts. Values are: *Terms:* This is the default setting. When you select this value, the **Account At** field is available for entry but the **Discount Amount** field is not. *User:* When you select this value, the **Discount Amount** field is available for entry and you can enter the amount for the discount in the **Discount Amount** field.
Account At	Determines whether the discount is accounted at gross or net. Values are: *Net:* Any discounts not taken are accounted for as discounts lost. *Gross:* Any discounts taken are accounted for as discounts earned.
Basis Amt (basis amount)	Displays the amount upon which the discount is calculated. This amount is the total of the merchandise amount for each line with the **Apply Discount** check box selected.
Discount Amount	If you select *User* in the **Discount Amount Control** field, enter a discount amount.
Apply Discount	Select to make individual voucher lines discount-applicable.

> **Note**
>
> Payment terms for a third-party voucher cannot include a discount. For third-party vouchers, the payment terms are supplied by default from the **Prepay/Third/Claim Pay Terms** option that is selected for the SetID on the Payables Options - Payment Options page.

Related Topics

- Payables Options - Payment Options Page
  Use the Payables Options - Payment Options page (BU_AP_OPT_PYMNT) to specify the default payment terms, payment method, and bank account for the SetID.
- PeopleSoft Source to Settle Common Information: Defining Payment Terms

Miscellaneous Charges Page

Use the Miscellaneous Charges page (VCHR_MISC_SEC) to allocate the miscellaneous charges for the voucher at a more detailed level.

Navigation:

Enter a miscellaneous charge amount and click the **Transfer to Misc Chrgs Detail** (transfer to miscellaneous charges detail) button on the Invoice Information page.

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> **Note**
>
> The fields on this and the other nonmerchandise charges detail pages (Freight Charges page, Sales Tax Charges page, and Use Tax Charges page) are similar. Rather than documenting all four pages, the Miscellaneous Charges page is documented as an example of these detail pages.

Use this page to allocate your miscellaneous charges to multiple charge codes. The total of the separate miscellaneous charges that you enter must equal the total miscellaneous amount that is entered on the Invoice Information page.

> **Note**
>
> You can add multiple charge codes on the freight and miscellaneous charges detail pages, but you can enter only one charge code on the sales tax and use tax detail pages.

Field or Control	Description
Prorate	The charge code appears based on the defaults that you have set on the Procurement Control - Non-Merch Charges page. If the default is to prorate the freight, the **Prorate** check box is selected. This field is unavailable for entry.
Charge Type	Select a charge code for each miscellaneous charge amount that you add. You define these codes on the Misc Charge/Landed Cost Defn page and set up the default charge codes for the PeopleSoft Payables business unit on the Procurement Control - Non-Merch Charges page. If you select a nonprorate charge code, the system uses the allocation option that you selected on the Procurement Control - Non-Merch Charges page to either allocate the charge to the distribution line or expense it to the header.
Account and other ChartFields	If you add a prorated charge code, no ChartFields appear on this page. If you add a nonprorated charge code and allocate the charge, the system requires an account. The value appears by default from the Accounting Entry Template. You can override the account. If you are expensing, the account and other ChartField values appear by default based on the inheritance rules. You cannot modify balanced ChartFields.

Related Topics

- PeopleSoft Source to Settle Common Information: Defining Miscellaneous Charges and Landed Costs

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- Procurement Control - Non-Merch Charges Page
  Use the Procurement Control - Non-Merch Charges (procurement control - nonmerchandise charges) page (BUS_UNIT_INTFC3) to define proration, allocation, and expensing options for nonmerchandise charges.
- Application Fundamentals: Accounting Entry Template Page

Non Merchandise Charges Summary Information Page

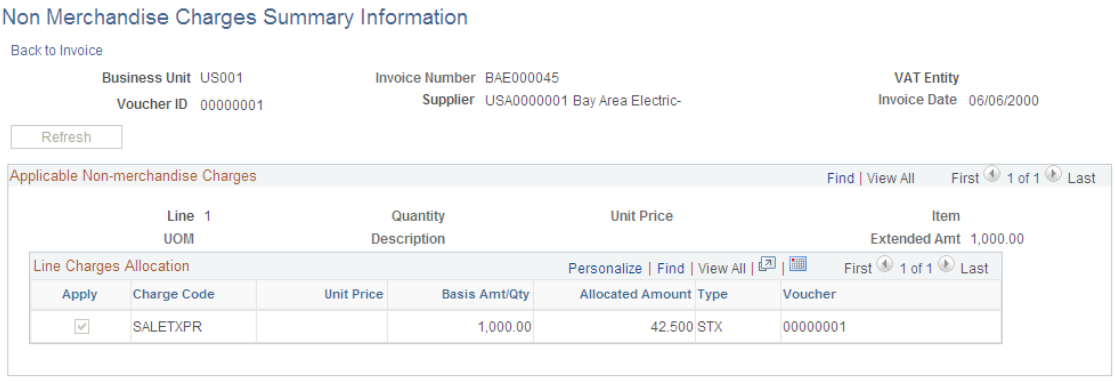
Use the Non Merchandise Charges Summary Information page (VCHR_LINE_MISC_CHG) to view the miscellaneous amounts that are allocated to each voucher line.

On this page, you can also change the allocation for a particular voucher.

Navigation:

Click the **Non Merchandise Summary** link on the Invoice Information page.

This example illustrates the fields and controls on the Non Merchandise Charges Summary Information page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Refresh	Click to reallocate the unapplied amount to the other voucher lines.
Apply	Deselect this option to remove a particular charge for a given voucher line.

Related Topics

- Miscellaneous Charges Page
  Use the Miscellaneous Charges page (VCHR_MISC_SEC) to allocate the miscellaneous charges for the voucher at a more detailed level.

View Source PO/Receiver Information Page

Use the View Source PO/Receiver Information page (VCHR_PO_INFO) to view references to purchase orders and receivers.

View any comments that are associated with the purchase order or receiver header or line from which the voucher and voucher line information have been copied.

Navigation:

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Click the **Purchase Order & Receiver Info** link in the **Invoice Lines** group box on the Invoice Information page.

Field or Control	Description
Line Match Option	Select a matching option for the line: *Full Match:* Requires matching. *No Match:* Does not require matching.
PO/Receipt Header Comments and **PO/ Receipt Line Comments**	Use these group boxes to view any comments that are associated with the purchase order or receiver line from which the voucher line information has been copied. The original comments were entered with the purchase order or receiver in PeopleSoft Purchasing. The **Comment Type** field indicates whether the comment is a ship-to comment, PO header comment, and so forth.
Send to Supplier	Indicates whether this comment has been sent to the merchandise supplier through PO Dispatch.

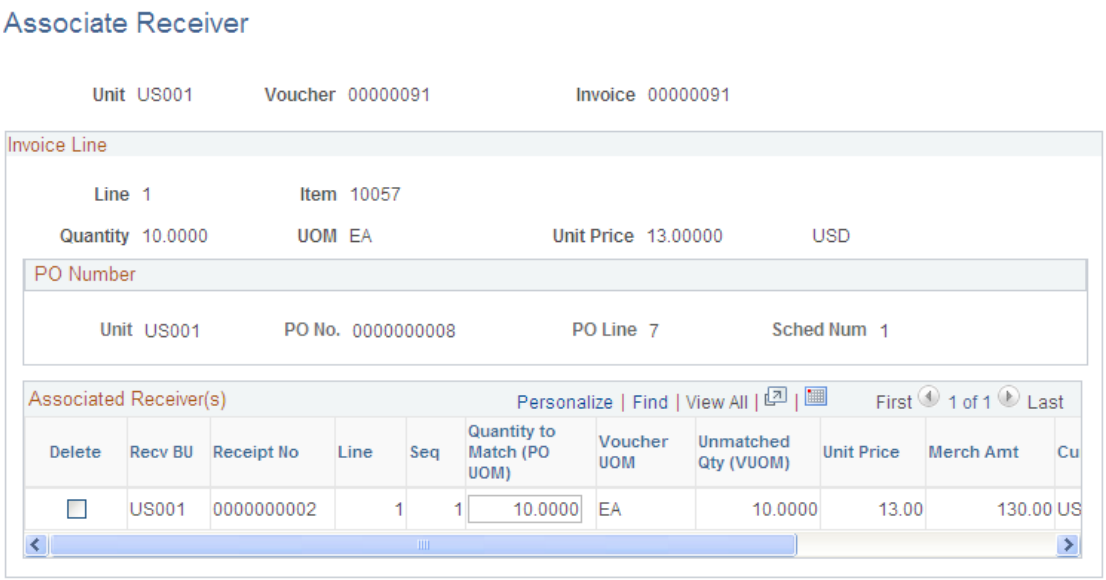
Associate Receiver Page

Use the Associate Receiver page (VCHR_RECV_MTCH) to edit any of the receiver lines that are associated with the voucher line and delete a receiver line.

Navigation:

Click the **Associate Receiver(s)** link in the **Invoice Lines** group box on the Invoice Information page.

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



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Field or Control	Description
Amt Only (amount only)	Appears as checked if the purchase order is an amount-only PO. For amount-only POs, you can modify the **Merch Amt** (merchandise amount) field, but you cannot modify the **Quantity to Match (PO UOM)** field.
Delete	Manually delete receiver lines that are associated with the voucher line by deleting a row. This field does not appear when you are creating adjustment or reversal vouchers.
Quantity to Match (PO UOM) (quantity to match, purchase order unit of measure)	Edit the quantity in the purchase order unit of measure to be matched for any of the receiver lines that are currently associated with the voucher line. You cannot modify this field if the receiver is associated with an amount-only PO. **Note:** A warning message appears if the sum of the quantity to be matched does not equal the voucher line quantity.
Merch Amt (merchandise amount)	Enter the merchandise amount for amount-only POs to be matched for any of the receiver lines that are currently associated with the voucher line.
Merchandise Amount Received	Displays the amount received for the receiver line.
Associate Receiver Lines	Click to access the Associate Receiver Lines page, where you can manually associate receivers with the voucher line for matching. This link does not appear when you are creating adjustment or reversal vouchers.

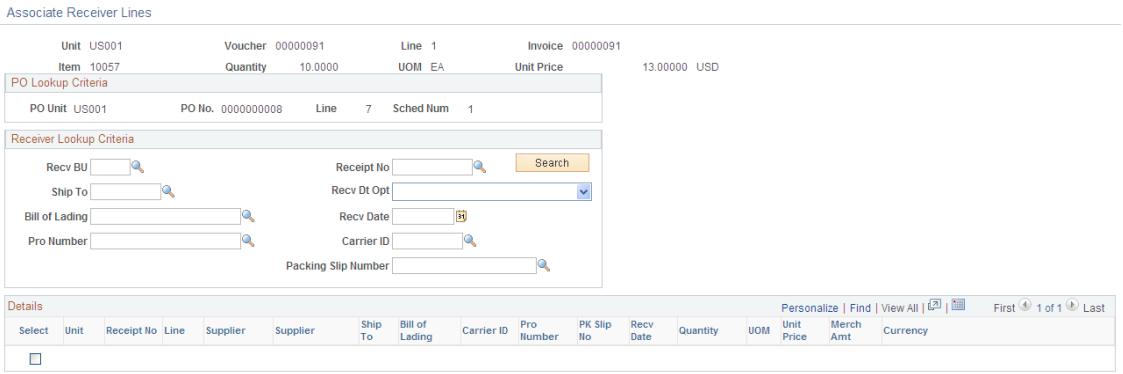
Associate Receiver Lines Page

Use the Associate Receiver Lines page (RECEIVER_LOOKUP) to manually associate receiver lines with the voucher line for matching.

Navigation:

Click the **Associate Receiver Lines** link on the Associate Receiver page.

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



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Using the search function that is provided, you can display all receivers that are related to the purchase order schedule line that is specified on the voucher line.

Field or Control	Description
Recv Dt Opt (receiver date option) and **Recv Date** (receiver date)	You can further narrow your search by selecting from the following values and then specifying a receiver date: <=*:* The system searches for receivers that are dated before or on the date that is specified in the **Recv Date** field. =*:* The system searches for receivers with a date that is equal to the date that is specified in the **Recv Date** field. >=*:* The system searches for receivers that are dated after or on the date that is specified in the **Recv Date** field. *No Date:* The date of the receiver is not included in the search. This is the default setting.
Search	When you have entered the search criteria, click this button and the system returns all receivers that are related to the specified search criteria and the purchase order on the voucher line.
Select	Select the receiver or receivers that you want to associate with the voucher line, and click **OK.** The system associates the selected receiver or receivers' details with the voucher to be used when matching the voucher.

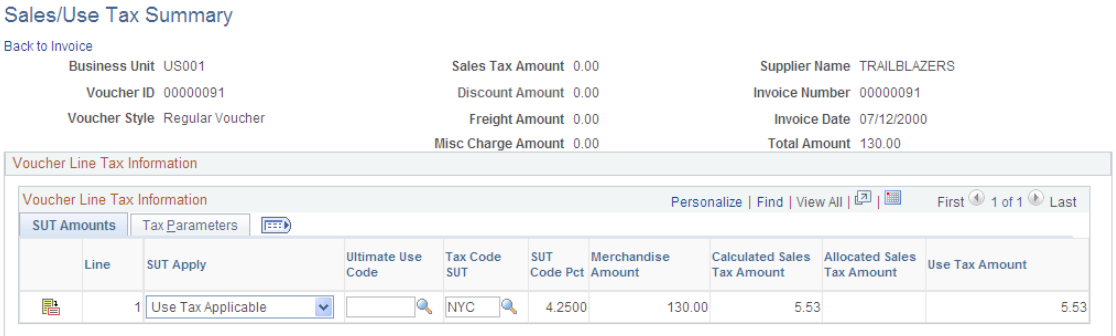
Sales/Use Tax Summary Page

Use the Sales/Use Tax Summary page (AP_SUT_SUMM_PG) to review the sales and use tax information for all the voucher lines, and if applicable, modify tax information.

Navigation:

Click the **Sales/Use Tax Summary** link on the Invoice Information page.

This example illustrates the fields and controls on the Sales/Use Tax Summary page. You can find definitions for the fields and controls later on this page.



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The Sales/Use Tax Summary page provides tax details by line for the voucher. The fields on this page display values that are either passed to the voucher line through the PeopleSoft Payables default hierarchy or inherited from the purchase order. You can enter override tax values for each voucher line or you can access the Invoice Line Tax Information page to view additional details and override tax values.

This page includes different fields from those described here if you have installed and enabled a third-party tax application, such as Taxware or Vertex.

See Sales/Use Tax Summary Page.

SUT Amounts

Displays the merchandise amount and calculated tax amounts for each line.

Field or Control	Description
	Click to access the Invoice Line Tax Information page to review detailed tax information for this voucher line.
SUT Apply (apply sales and use tax)	Indicates the tax that applies to the tax destination. Values are: *Direct Pay:* Select if you do not want sales tax calculated. The system treats a direct pay line as a use tax line, except that it uses a different value for tax applicability. *Item is Exempt:* Select if the line is exempt from sales and use tax. *Purchaser is Exonerated:* Select if the purchaser does not have to pay sales or use tax. *Sales Tax Appl* (sales tax applicable): Select to calculate and apply sales tax to the line. Enter the gross sales tax amount on the voucher header. *Use Tax Appl* (use tax applicable): Select to calculate and apply use tax to the line. Do not enter the tax amount on the voucher header.
Ultimate Use Code	Enter an ultimate use code to override the default tax rate for a line.
Tax Code SUT (sales and use tax code)	Enter the tax code for the line. A tax code consists of a group of tax authorities. For example, if a certain locality has a city tax, county tax, and state tax, you can create three tax authorities and group them into a single tax code.

Tax Parameters

Fields displayed when you select the **Tax Parameters** tab are discussed in detail in the following section.

Invoice Line Tax Information Page

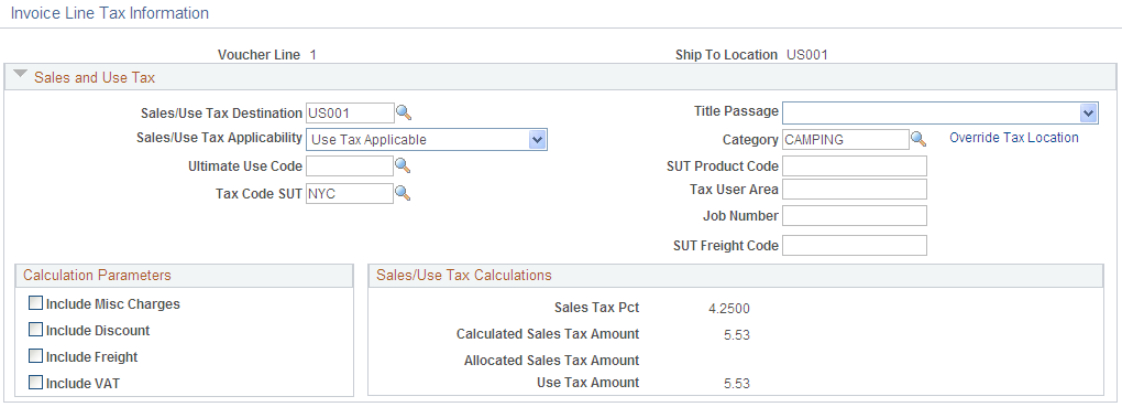
Use the Invoice Line Tax Information page (VCHR_LINE_TAX) to review and, if applicable, override tax settings for the voucher line.

Navigation:

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Click the **Sales/Use Tax** link in the **Invoice Lines** group box on the Invoice Information page.

This example illustrates the fields and controls on the Invoice Line Tax Information page. You can find definitions for the fields and controls later on this page.



Similar to the Sales/Use Tax Summary page, the fields on this page display values that are passed to the voucher line through the PeopleSoft Payables default hierarchy. If the voucher was created by copying a purchase order, purchase order values override the PeopleSoft Payables default hierarchy, so the voucher inherits sales and use tax data from the purchase order. When you create a new voucher, all of the fields on this page can be overridden for the voucher line.

This page includes different fields from those described here if you have installed and enabled a third-party tax application, such as Taxware or Vertex.

See Managing Voucher Line Tax Information with Taxware and Vertex.

Field or Control	Description
Sales/Use Tax Destination	Indicates the location for which a sales or use tax is applicable. This value is defined as a ship to location, but it does not have to be the same as the ship to location that is defined in the PeopleSoft Payables control hierarchy.

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Field or Control	Description
Sales/Use Tax Applicability	Indicates the tax that applies to the tax destination. Values are: *Direct Pay:* The system handles a direct pay line as a use tax line, except that it uses a different value for tax applicability. *Exempt:* The line is exempt from sales tax. *Exonerated:* The purchaser is exonerated from sales tax. *Sales Tax:* Apply sales tax. Enter the gross sales tax amount on the voucher header. **Note:** If you copy a single purchase order line that has use tax applicability, and you enter sales tax on the voucher header, the system automatically changes the tax applicability for that voucher line to sales tax. *Use Tax:* Apply use tax. Do not enter the tax amount on the voucher header. **Note:** If you copy purchase order lines with sales tax applicability, and you do not enter sales tax on the voucher header, the system automatically changes the tax applicability for those voucher lines to use tax.
Ultimate Use Code	Enter a code to override the default tax rate that is based on the ship to location. This field is available for entry only if an ultimate use code is defined for the ship to location on the Ship To Sales/Use Tax Default page. See Application Fundamentals: Ultimate Use Codes Page.
Tax Code SUT (sales and use tax code)	Enter the tax code that applies to this voucher line. A tax code consists of a group of tax authorities. The tax code that is supplied by default here depends on a number of factors. See Understanding PeopleSoft-Only Sales and Use Tax Processing.

Calculation Parameters

Field or Control	Description
Include Misc Charges (include miscellaneous charges)	Select to indicate that any additional charges must be taxed and added to the net-extended amount before the system calculates SUT.
Include Discount	Select to have the system calculate any applicable discount and subtract it from the net-extended amount before calculating SUT. **Note:** If the discount is lost, the system *does not* automatically recalculate and adjust any tax amounts.
Include Freight	Select to indicate that any freight amount must be taxed and added to the net-extended amount before the system calculates SUT.

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Field or Control	Description
Include VAT	Select to indicate that any VAT amount must be taxed and added to the net-extended amount before the system calculates SUT.

> **Note**
>
> The values in these fields are supplied by default from the tax code in a PeopleSoft-only tax calculation environment and from the ship to location if you are using a third-party tax application.

To access the GeoCodes and Addresses Page, click the **Override Tax Location** link on the Invoice Line Tax Information page.

Related Topics

- PeopleSoft Source to Settle Common Information: Defining Ship To Locations

Session Defaults Page

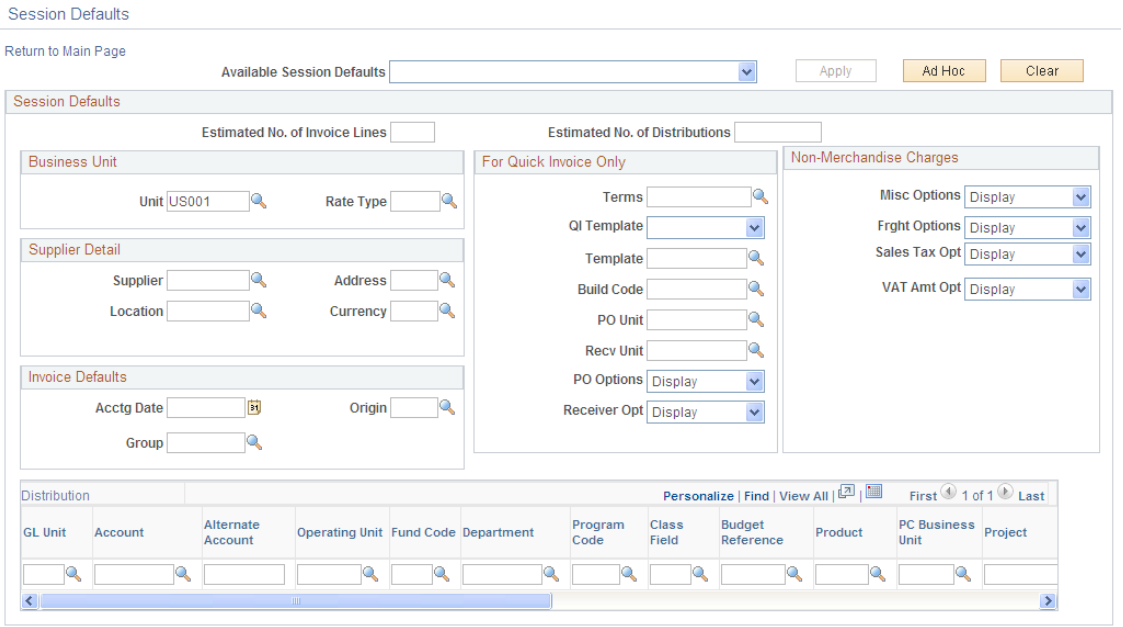
Use the Session Defaults page (AP_SESSN_DFLT_SEC) to enter voucher defaults for an ad hoc session, or use an existing available session default.

These defaults override the values that the system applies using the PeopleSoft Payables control hierarchy.

Navigation:

Click the **Session Defaults** link on the Invoice Information page.

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



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Session defaults are available for the *Journal Voucher, Regular Voucher, Single Payment Voucher,* and *Template Voucher* styles.

This page is similar to the page that you use to predefine session defaults. You can select existing available session defaults or set ad hoc default values for all of the invoices that you enter in the current session. These defaults override the defaults that the system applies using the PeopleSoft Payables control hierarchy. Only fields that are particular to this page or act in ways that are particular to this page are documented here.

See PeopleSoft Source to Settle Common Information: Defining Voucher Session Defaults.

Field or Control	Description
Available Session Defaults	Select an existing session default to use in the current session. When you select an option, the system supplies the predefined default attributes and the **Apply** button is activated. **Note:** You can use the predefined attributes or modify them. However, if you modify the attributes, they are available only for the current session. To retain these attributes, you must use the Session Defaults page. Select **Set Up Financials/Supply Chain**, and then **Product Related**, and then **Procurement Options**, and then **Vouchers**, and then **Session Defaults.**
Apply	Click to apply the predefined session default attributes in your current session. This button is active if you select an available session default.
Ad Hoc	Enter default attributes, and then click the **Ad Hoc** button to apply these default attributes in your current session. Also, click this button if you select an existing session default and modify the attributes.
Clear	Click to deselect the current session defaults. This applies only to the ad hoc default attributes. You cannot clear the predefined session defaults from this page.

> **Note**
>
> You must click either the **Apply** button or the**Ad Hoc** button to use session defaults in your current session. Your session remains current until you sign out.

Voucher Entry Template List Page

Use the Voucher Entry Template List page to view the list of Display and Copy Down Templates that are available for the user based on the user permissions.

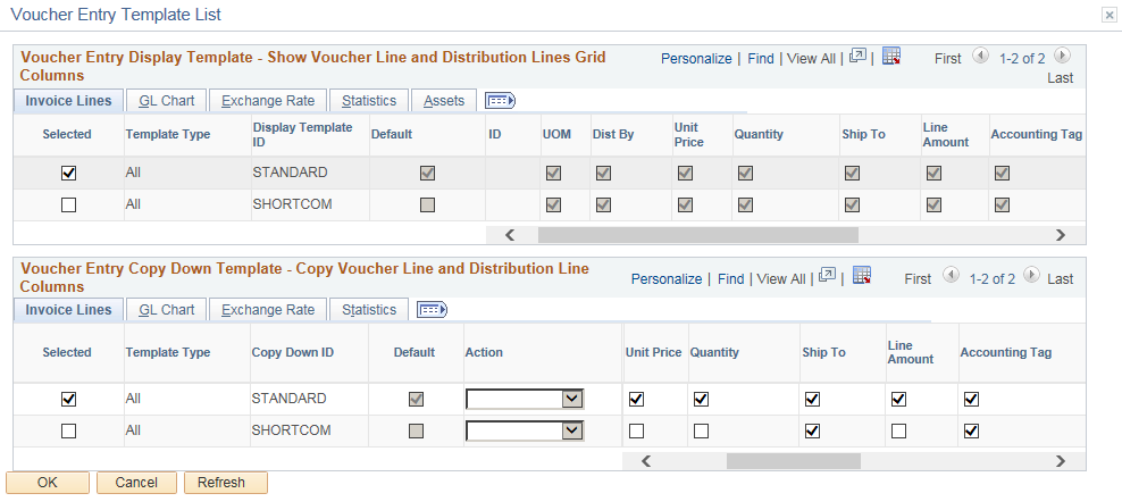
Navigation:

Click the Template List link on the Invoice Information page. The Template List link on the Voucher Header and the Copy Down check box on the Invoice Line is displayed only for the

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following Voucher Styles; Regular Voucher (REG), Single Payment Voucher (SGLP), Template Voucher (TMPL), Journal Voucher (JRNL) and Amortization Voucher (AMR).

This example illustrates the fields and controls on the Voucher Entry Template List page.



The Accounting Tag field on this page is available in place of SpeedChart if **Use Accounting Tag** check box is selected in the Accounting Tag Registration component for Payables product. The Template Voucher distribution lines can be populated as per the Accounting Tag defined. If you create a regular voucher copying from the Template voucher, the distribution lines will have the same ChartField values as the Template voucher.

See Application Fundamentals: Setting Up Accounting Tags

Field or Control	Description
Selected	Indicates the template that is currently in use. A Template is selected as default. You can change the Display Template and the Copy Down Template that is selected.

For the Copy Down Template, you can temporarily change the Copy Down selections on the Voucher Entry Template List page for the current voucher. To save the copy down selection, you should change the selections on the Display and Copy Down Template page.

When you add a new voucher line, the fields that you selected on the Voucher Entry Copy Down Template will be copied to the new line from the selected voucher line. To select the voucher line, you have to select the **Copy Down** check box on the Invoice Information page. The purchasing information, receiver information and the Work Order related information are not copied down from the voucher line.

If a voucher is selected to be copied down, all the distribution line(s) under this voucher line will also be copied. Changes made to the original line will not change the value of a voucher line and/or distribution line that was copied down.

Sales/Use Tax, VAT invoice line, VAT distribution Line, and Withholding Information links are part of the copy down selection.

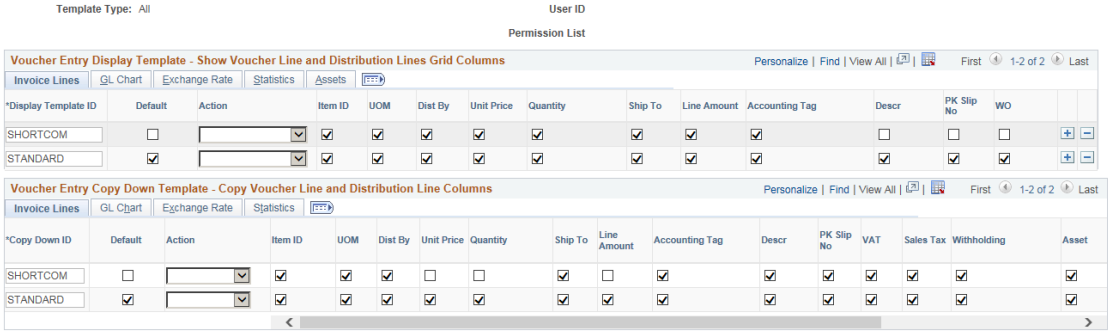
Use the Display and Copy Down Template page (AP_VCHR_TMPLT) to copy information from selected voucher line and distribution line to other voucher lines.

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Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Vouchers**, and then **Display and Copy Down Template**

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



The Accounting Tag field on this page is available in place of SpeedChart if “Use Accounting Tag” check box is selected in the Accounting Tag Registration component for Payables product.

See Application Fundamentals: Setting Up Accounting Tags

Voucher Entry Display Template

The Display Template is used to specify which voucher line fields and distribution line columns are displayed on the Voucher Entry page.

Field or Control	Description
Display Template ID	Enter the name of the Display Template.
Default	Select the check box if you want to use the Display Template as the default when you use a Voucher Entry page. Only one Display Template can be selected as the default value. **Note:** If the user changes the selected Display Template, it will affect all the existing voucher lines.
Action	Use *Action* list to check or uncheck all the check boxes except the Default check box.

Voucher Entry Copy Down Template

The Copy Down Template is used to specify which voucher line fields and distribution line columns are copied down from the selected voucher line.

Field or Control	Description
Copy Down Template ID	Enter the name of the Copy Down Template.

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Field or Control	Description
Default	Select the check box if you want to use the Copy Down Template as the default when you use a Voucher Entry page. Only one Display Template can be selected as the default value.
Action	Use *Action* list to check or uncheck all the check boxes except the Default check box.

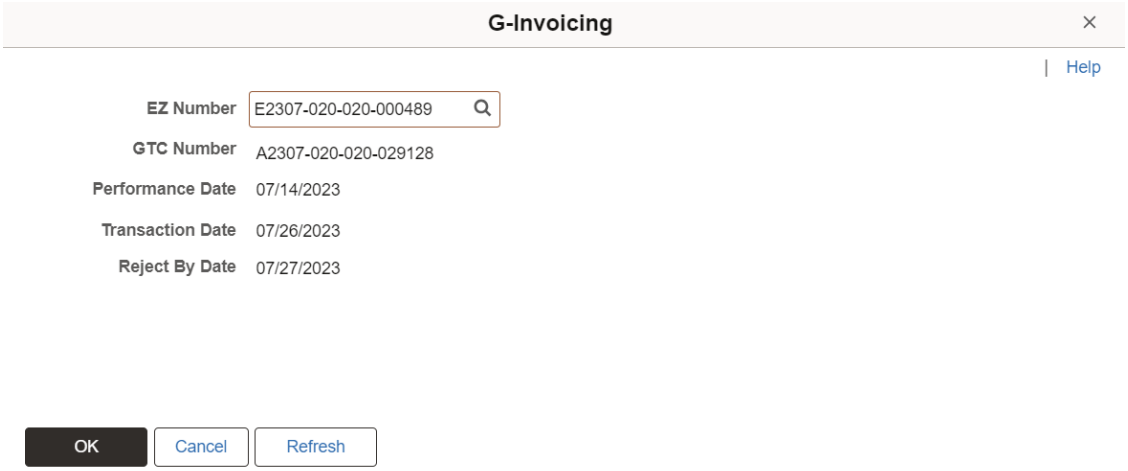
G-Invoicing Page

Use G-Invoicing page (AP_VCHR_EZ_PNL_SEC) to add the EZ Number and the other fields. GTC Number, Performance Date, Transaction Date, and Reject by Date will be defaulted for Federal EZ invoices.

Navigation:

Click the G-Invoicing link on the Invoice Information page.

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



Enter or select the EZ number for which you want to create the voucher. All the other fields will be auto-populated from the selected EZ invoice.

Copying Source Documents to Create Vouchers Online

This section provides an overview of source document copy functionality and discusses how to:

- Copy purchase order information.
- Copy receiver information.
- Copy voucher information.
- Copy template information.

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Pages Used to Copy Source Documents to Create Vouchers Online

Page Name	Definition Name	Usage
Invoice Information Page	VCHR_EXPRESS1	Select the type of source document that you want to copy.
Copy Worksheet (purchase order) Page	VCHR_LINE_PO_WRK	Select the lines from one or more purchase orders for copying to the Invoice Information page.
Copy Worksheet (receiver) Page	VCHR_LINE_RECV_WRK	Select the lines from one or more receivers for copying onto the Invoice Information page.
Voucher Worksheet Page	VCHR_TP_VCHR_WRK	Select the lines from one or more merchandise vouchers for the third-party voucher that you are entering. You can select this option only if you are creating template, third-party, adjustment, or reversal vouchers.
Voucher Template Page	VCHR_TEMPLATE	Copy information from a template voucher.

Understanding Source Document Copy Functionality

This section discusses:

- Source document copy functionality.
- Default logic.
- Copying sales and use tax information from source documents.
- Procurement card settlement method considerations.
- Work order data integration.

Source Document Copy Functionality

Depending on your setup and business needs, you can create online vouchers by entering invoice information manually. In some cases, you may also want to copy existing information (from a purchase order, receiver, or another voucher) into the voucher that you are creating. PeopleSoft Payables enables you to copy entire source documents, or portions of them, saving data entry time and reducing potential input errors.

Select the UPN hyperlink to view the details of the UPN. This hyperlink is available whenever a voucher is created by copying from a source document. When an online voucher is created without copying from a source document, the UPN link is hidden.

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> **Note**
>
> When a voucher is created by copying from a source document, and any changes to the Item or the UOM is done, the UPN fields reverts to the default information based on the setup at the Item Manufacturer.
>
> When a Description Only PO is created, and it is copied to a voucher, all the UPN fields will be rendered as display only.

The types of documents that you can copy depend on the voucher style that you select. The **Copy from a Source Document** group box on the Invoice Information page changes depending on the voucher style that you select. The group box offers only the types of source documents that you are allowed to copy for that voucher style.

This table lists source transactions that are available for a particular voucher style:

Voucher Style	Source Transactions Available to Copy
Regular	• *Non PO Receipt* (non purchase order receipt). • *PO Receipt* (purchase order receipt). • *Purchase Order Only.* • *Template.*
Adjustments	*Voucher.* **Note:** The nonmerchandise charges are copied into the voucher only if you copy the entire voucher. They are not copied if you copy select lines.
Claim **Note:** You cannot manually create claim vouchers, but you can update existing claim vouchers.	• *Non PO Receipt.* • *PO Receipt.* • *Purchase Order Only.* • *Template.* • *Voucher.*
Journal	None.
Prepaid	None.
Register	None.
Reversal	*Voucher.*
Single-payment	None.
Template	• *Non PO Receipt.* • *PO Receipt.* • *Purchase Order Only.* • *Template.* • *Voucher.* **Note:** When you copy a voucher into the template voucher, the nonmerchandise charges are copied only if you copy the entire voucher. They are not copied if you copy select lines.
Third-party	• *Non PO Receipt.* • *PO Receipt.* • *Purchase Order Only.* • *Voucher.*

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Default Logic

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

> **Note**
>
> The match rule control and accounting template from the purchase order are copied to the voucher similar to other header fields.

Copying Sales and Use Tax Information from Source Documents

Whenever you copy purchase order information to a voucher, you copy only the sales and use tax codes and other processing parameters, not the calculated amounts. The calculated amounts on the voucher may therefore differ from those on the purchase order if, for example, a tax rate has changed for a tax code between the time that a purchase order was entered and the time that you copy it to the voucher.

If you copy a single purchase order line that is created with use tax applicability, and you enter sales tax on the voucher header, the system automatically changes the tax applicability for that voucher line from *Use Tax* to *Sales Tax* on the Sales/Use Tax Summary and Invoice Line Tax Information pages.

> **Note**
>
> When you copy multiple lines from a purchase order and enter sales tax on the voucher header, the system does not automatically apply the tax applicability as *Sales Tax* for all voucher lines. This is to maintain the integrity of the purchase order because you can enter a purchase order with lines specifically for sales tax applicability and lines for use tax applicability.

If you copy a purchase order that is created with a single line or multiple lines that indicate sales tax applicability, and you do not enter sales tax on the voucher header, the system automatically changes the tax applicability for those voucher lines from *Sales Tax* to *Use Tax* on the Sales/Use Tax Summary and Invoice Line Tax Information pages.

Procurement Card Settlement Method Considerations

Procurement cards (PCards) are used by authorized staff to buy small purchases of regularly consumed supplies and services, such as supplies (office, maintenance, computer), conference and registration fees, subscriptions, repairs, services, and so on. The card provider makes settlements for all transactions that are made with PCards directly to suppliers. The organization then makes a single monthly payment to the card provider.

PeopleSoft Purchasing has added PCards settlement functionality to requisitions and their associated purchase orders, enabling organizations to streamline the payment process. Using PCards reduces the amount of paperwork that is involved in receiving invoices, creating vouchers, and mailing or dispatching payments individually to suppliers.

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PeopleSoft Payables handles PCard transaction settlements differently than other payments. The system processes PCard settlements through the PCard interface in the following way:

1. The card provider is paid immediately by a prepayment voucher.
2. Each cardholder's individual transactions are then paid by a regular voucher that clears the outstanding prepayment.
3. The prepayments are submitted monthly; one or more regular vouchers will clear the prepayment.

Because PCard settlements must be processed through the PCard interface, the system prevents purchase orders or receivers that are marked with this payment method from being copied to a voucher or a quick invoice, or from being selected by the voucher build association logic. The system excludes purchase orders and their associated receivers that are marked for PCard settlement from displaying on these pages:

- Associate Receiver Lines (RECEIVER_LOOKUP).
- Copy Worksheet for purchase orders (VCHR_LINE_PO_WRK).
- Copy Worksheet for receiver lookup criteria (VCHR_LINE_RECV_WRK).
- Invoice Information (VCHR_EXPRESS1).
- Quick Invoice (VCHR_HEADER_QV).

Credit Vouchers can be applied to the Prepaid Vouchers for the PCard transactions. The Credit Voucher will be applied regardless of the prepaid available amount.

Work Order Data Integration

PeopleSoft Payables integrates with Maintenance Management to record the actual cost of external resources. If your organization installs the Work Order component in PeopleSoft Maintenance Management, this integration occurs during the following scenarios:

- When you copy a purchase order or receiver that is associated with a work order into a regular voucher or a quick invoice voucher.
- When you manually enter work order data into a regular voucher.
- When the Voucher Build process creates vouchers with copied work order-associated purchase orders from the following voucher sources:
  - EDI.
  - ERS.
  - Quick Invoice.
  - RTV.
  - XML.

At voucher save, the system retrieves default distribution data from Maintenance Management and automatically populates the distribution line level. This information includes Project ChartField information, and is not editable.

If you are associating a non-purchase order voucher with a work order, enter the work order data using the Invoice Information or Quick Invoice pages.

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> **Important**
>
> If you are creating a non-purchase order voucher for items that are already entered in the Inventory application, *do not* enter work order information on these pages. Doing so creates a duplicate charge situation, because PeopleSoft Payables and Inventory will individually send work order charges for the same item to Work Order Management.

Run the Payables to Projects Cost Collection Application Engine (PC_AP_TO_PC) program, which retrieves the distribution and line information from the Voucher Line table and creates entries in the Project Transactions (PROJ_RESOURCE) table.

Related Topics

- Procurement Cards
  As a part of the procurement card reconciliation process, PeopleSoft Purchasing stages PCard prepayment voucher and regular voucher data in the voucher staging tables. The Voucher Build process then creates payments and accounting entries for the PCard transactions. You can create both the expense and payment accounting entries from the PCard transactions in PeopleSoft Payables, and you can process PCard transactions against purchase orders.
- Voucher Build Processing Logic for Associating Voucher Lines with Purchase Order and Receiver Lines
  When the Voucher Build process builds voucher records from purchase orders and receivers, it uses default processing logic to match the voucher line information it has received with purchase orders and receivers. When you use the Quick Invoice Entry component to enter basic voucher information for the Voucher Build process to build into voucher records, you can accept this default processing logic or specify a voucher build code that identifies special processing logic for the Voucher Build process to follow. These voucher build codes specify how the Voucher Build process finds matches between voucher line information and receivers or purchase orders. You define voucher build codes using the Voucher Build Criteria component (VCHR_BLD_DEFN).

Copy Worksheet (purchase order) Page

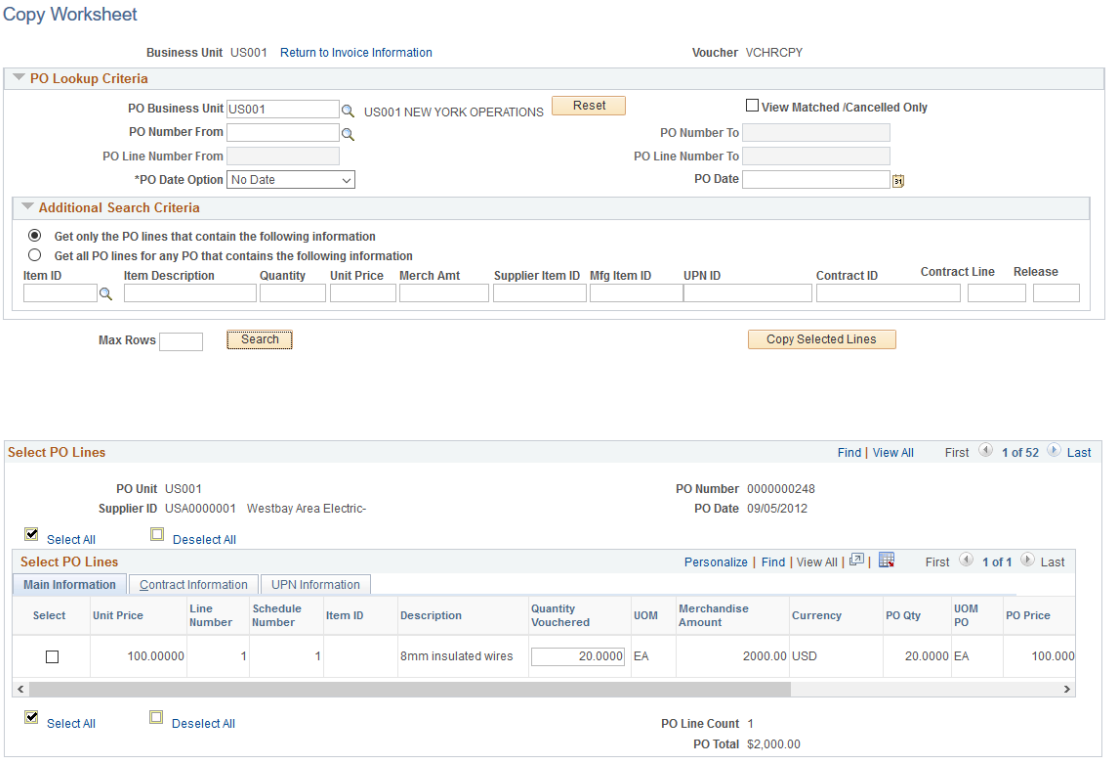
Use the Copy Worksheet (purchase order) page (VCHR_LINE_PO_WRK) to select the lines from one or more purchase orders for copying to the Invoice Information page.

Navigation:

Select *Purchase Order Only* in the **Copy From** field on the Invoice Information page.

This example illustrates the fields and controls on the Copy Worksheet (purchase order) page. You can find definitions for the fields and controls later on this page.

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To copy a purchase order, you can enter the PO unit and purchase order on the Invoice Information page and click **Copy PO,** or you can select *Purchase Order Only* in the **Worksheet Copy Option** field to access the Copy Worksheet page for purchase orders.

> **Note**
>
> You cannot copy from a purchase order that is associated with a PCard transaction.
>
> When you use the PO worksheet copy functionality, the system always uses the first listed PO to derive payment term information, regardless of whether you define only one PO or multiple POs. It does not derive payment term information from the PeopleSoft Payables default hierarchy.

PO Lookup Criteria

Field or Control	Description
PO Business Unit (PeopleSoft Purchasing business unit)	Search for purchase orders by PeopleSoft Purchasing business unit. You must enter a PeopleSoft Purchasing business unit.

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Field or Control	Description
View Matched/Cancelled Only	Select to limit the search to include matched and canceled purchase orders only. You must have authority to copy matched and canceled purchase orders. You set this up in Defining User Preferences. **Note:** When you copy the PO to the voucher using this option and Commitment Control is enabled for Purchasing, only PO lines with a *not finalized* status (KK_CLOSE_FLAG <> "Y" on the purchase order distributions) are available to be copied to the voucher.
PO Number From (purchase order number from) and **PO Number To** (purchase order number to)	Enter a PO number in the **PO Number From** field to search for individual purchase orders. Search for a range of purchase orders by entering PO numbers in the **PO Number From** and the **PO Number To** fields. You must also enter a PeopleSoft Purchasing business unit.
PO Line Number From (purchase order line number from) and **PO Line Number To** (purchase order line number to)	Enter a PO line number in the **PO Line Number From** field to search for individual purchase order lines. Search for a range of purchase order lines by entering PO line numbers in the **PO Line Number From** and the **PO Line Number To** fields. You must also enter a PO number. These fields are not available if you select a range of PO numbers.
PO Date Option (purchase order date option) and **PO Date** (purchase order date)	Complete the **PO Date Option** field in conjunction with the **PO Date** field to limit your search to purchase orders that fall within a selected date range.

Additional Search Criteria

This section initially appears as collapsed; you must expand it to access these optional fields. You can specify additional criteria with PO lookup criteria or with only the PO business unit defined. However, any information that you define in this group box overrides the values that are specified in the **PO Lookup Criteria** group box.

Field or Control	Description
Get only the PO lines that contain the following information	Select to include only the PO lines that contain the data that is specified in the additional search criteria. This field is set as the default.
Get all PO lines for any PO that contains the following information	Select to include all purchase order lines for purchase orders that contain the data that is specified in the additional search criteria.
Item ID, Item Description, Quantity, Unit Price, Merch Amt (merchandise amount), **Supplier Item ID, Mfg Item ID** (manufacturing item identification), **UPN ID, Contract ID, Contract Line,** or**Release Number**	Enter data to refine your search. You can enter data in more than one field. When you search for quantity, unit price, or merchandise amount, you should also enter at least one of the following fields: **Item ID** or **Item Description.** You can further refine your search using UPN ID.

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Search and Copy

Field or Control	Description
Search	Click **Search** to populate the **Select PO Lines** scroll area with the purchase orders that match your search criteria. This button is not available until you enter a PeopleSoft Purchasing business unit.
Copy Selected Lines	Click **Copy Selected Lines** to copy selected purchase-order lines onto the voucher. This field is not available until you select **Search** to display PO lines. **Note:** If the **Copy Matched and Closed PO** option is selected for your user preferences and you create a voucher that references a PO that has a matched line (because an earlier voucher also referenced the PO) and an unmatched line, then when you copy the PO to the voucher, the matched PO line will be copied with both the amount and the quantity at zero.
Reset	Click to remove the **Select PO Lines** scroll area and clear selection criteria.
Select All	Click to select all of the lines for all purchase orders that are displayed.
Clear All	Click to clear all of the lines for all purchase orders that are displayed.

Select PO Lines

Field or Control	Description
Select	Select individual purchase order lines by selecting this check box in the appropriate row.
Quantity Vouchered	Displays the quantity on the PO line. This field can be modified if the PO line is not an amount-only PO line. If you change the quantity that is vouchered, this value and the extended amount (quantity × unit price) are carried forward to the voucher line. However, you must change the distribution line manually on the Invoice Information page to match both the quantity and the extended amount.
Merchandise Amt (merchandise amount)	Displays the merchandise amount on the PO line. This field can be modified if the PO line is an amount-only PO line.
Select All	Click to select all of the lines for a single purchase order. Each purchase order that the system returns has a **Select All** button. You must click the button for each purchase order to select its lines.
Deselect All	Click to deselect all of the lines for a single purchase order. Each purchase order that the system returns has a **Clear All** button. You must click the button for each purchase order to deselect its lines.

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Field or Control	Description
UPN Information	Select the UPN tab to view the UPN details of an item.

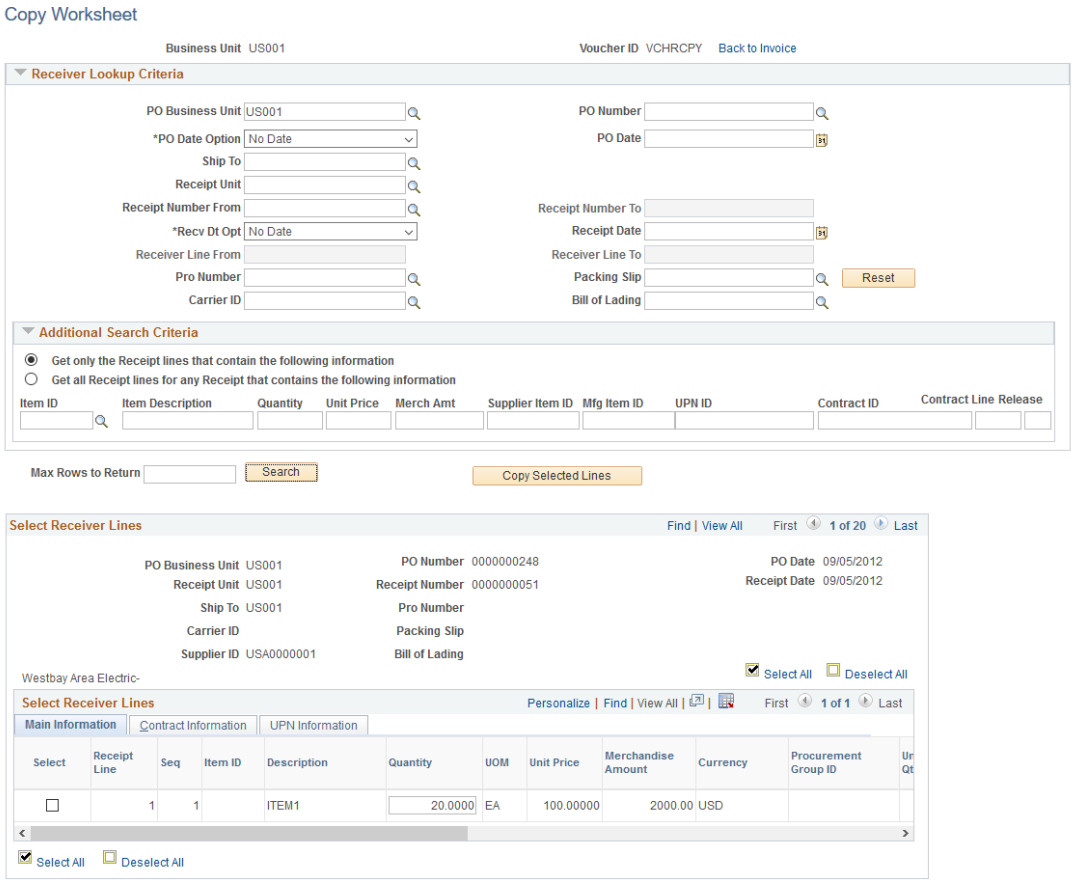
Copy Worksheet (receiver) Page

Use the Copy Worksheet (receiver) page (VCHR_LINE_RECV_WRK) to select the lines from one or more receivers for copying onto the Invoice Information page.

Navigation:

Select *PO Receipt* or *Non PO Receipt* in the **Copy From** field on the Invoice Information page.

This example illustrates the fields and controls on the Copy Worksheet (receiver) page. You can find definitions for the fields and controls later on this page.



> **Note**
>
> You cannot copy from a receipt on a purchase order that is associated with a PCard transaction.

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Receiver Lookup Criteria

Field or Control	Description
PO Business Unit (PeopleSoft Purchasing business unit)	Search for purchase orders by PeopleSoft Purchasing business unit. You must enter a PeopleSoft Purchasing business unit, a receiving business unit, or both. **Note:** This field appears only if you selected *PO Receipt* in the **Worksheet Copy Option** field on the Invoice Information page.
PO Number	Enter a PO number to search for individual purchase orders. You must also enter a PeopleSoft Purchasing business unit. **Note:** This field appears only if you selected *PO Receipt* in the **Worksheet Copy Option** field on the Invoice Information page.
PO Dt Opt (purchase order date option) and **PO Date**	Enter the PO date option in conjunction with the **PO Date** field to limit your search to purchase orders that fall within a selected date range. **Note:** This field appears only if you selected *PO Receipt* in the **Worksheet Copy Option** field on the Invoice Information page.
Receipt Unit	Search for the receipts by receiving business unit. You must enter a PeopleSoft Purchasing business unit, a receiving business unit, or both.
Receipt Number From and **Receipt Number To**	Enter a receipt number in the **Receipt Number From** field to search for individual receipts. Search for a range of receipts by entering receipt numbers in the **Receipt Number From** and **Receipt Number To** fields. You must also enter a receiving business unit.
Receiver Line From and **Line**	Enter a receiver line number in the **Receiver Line From** field to search for individual receiver lines. Search for a range of receiver lines by entering receiver line numbers in the **Receiver Line From** and **Line** fields. You must also enter a receipt number. These fields are not available if you select a range of receipt numbers.
Receipt Date Option and **Receipt Date**	Enter the **Receipt Date Option** field in conjunction with the **PO Date** field to limit your search to receipts that fall within a selected date range.
Ship To, Packing Slip, Pro Number, Bill of Lading, and **Carrier ID**	Enter data in these fields to further refine your search. You can enter data in more than one field. You must enter a receipt unit if you use these fields to limit your search results.

Additional Search Criteria

This section initially appears as collapsed; you must expand it to access these optional fields. You can specify additional criteria with receiver lookup criteria or with only the receipt unit

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defined. However, any information that you define in this group box overrides the values that are specified in the **Receiver Lookup Criteria** group box.

Field or Control	Description
Get only the Receipt lines that contain the following information	Select to include only the receiver lines that contain the data that is specified in the additional search criteria. This field is set as the default.
Get all Receipt lines for any Receipt that contains the following information	Select to include all receiver lines for receipt orders that contain the data that is specified in the additional search criteria.
Item ID, Item Description, Quantity, Unit Price, Merch Amt (merchandise amount), **Supplier Item ID, Mfg Item ID** (manufacturing item identification), **UPN ID, Contract ID, Contract Line,** or**Release Number**	Enter data to refine your search. You can enter data in more than one field. When you search for quantity, unit price, or merchandise amount, you should also enter at least one of the following fields: **Item ID** or **Item Description.** You can further refine your search using UPN ID.

Search and Copy

Field or Control	Description
Search	Click to populate the **Select Receiver Lines** scroll area with the purchase orders that match your search criteria. This button is not available until you enter a purchasing or receiving business unit.
Copy Selected Lines	Click to copy selected receiver lines onto the voucher. This field is not available until you select **Search** to display receiver lines.
Reset	Click to remove the **Select Receiver Lines** scroll area and clear selection criteria.
Select All	Click to select all of the lines for all receipts displayed.
Clear All	Click to deselect all of the lines for all receipts displayed.

Select Receiver Lines

If you are searching for purchase order receipts, you can view both purchase order and receiver information for each receiver that is returned by your search. If you are searching for non-purchase order receipts, only the receiver information appears.

> **Note**
>
> If copying a PO receipt with a serialized asset, the system will display the tag number, serial number, receipt sequence number and Previously Invoiced flag on the Asset tab of the distribution line. The Previously Invoice field indicates if the line has been previously applied to a voucher.

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Field or Control	Description
Select	Select individual receiver lines by selecting this check box in the appropriate row.
Quantity	Displays the unmatched quantity (in the voucher unit of measure) on the receiver line. This field can be modified if the receiver line is not an amount-only line. If you change the quantity, this value and the extended amount (quantity × unit price) are carried forward to the voucher line. However, you must change the distribution line manually on the Invoice Information page to match both the quantity and the extended amount.
Merchandise Amount	Displays the merchandise amount on the receiver line. This field can be modified if the receiver line is an amount-only line.
Select All	Click to select all of the lines for a single receipt. Each receipt that the system returns has a **Select All** button. You must click the button for each receipt to select its lines.
Clear All	Click to deselect all of the lines for a single receipt. Each receipt that the system returns has a **Clear All** button. You must click the button for each receipt to deselect its lines.

Voucher Worksheet Page

Use the Voucher Worksheet page (VCHR_TP_VCHR_WRK) to select the lines from one or more merchandise vouchers for the third-party voucher that you are entering.

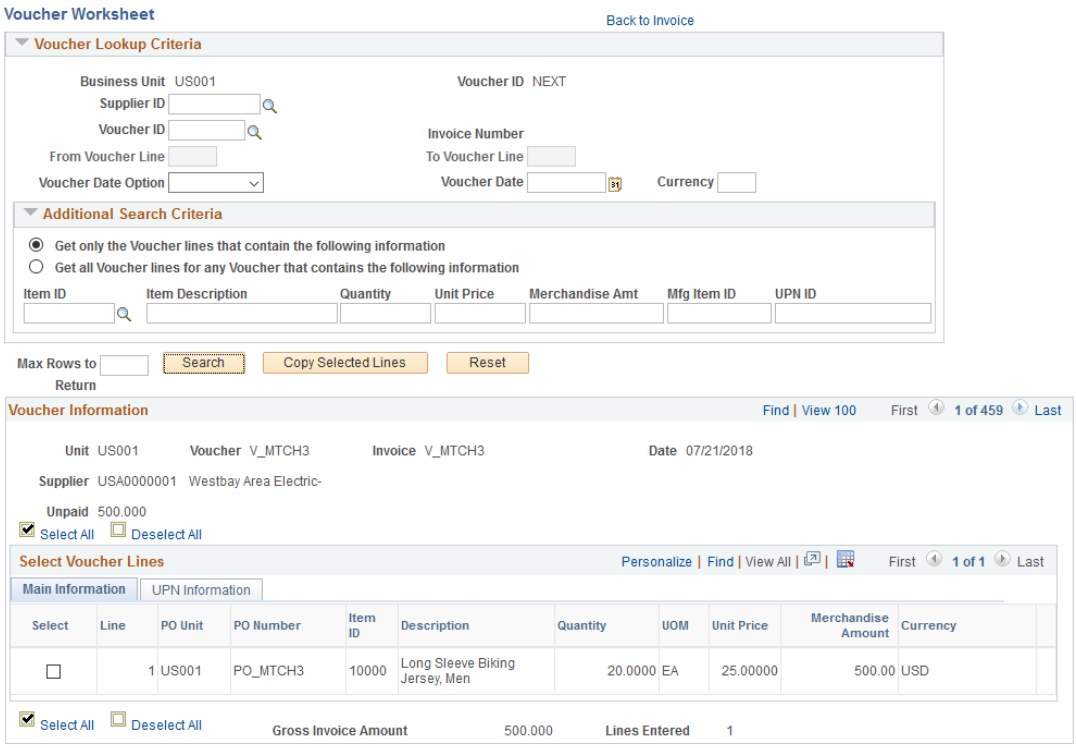
You can select this option only if you are creating template, third-party, adjustment, or reversal vouchers.

Navigation:

Select *Voucher* in the **Copy From** field on the Invoice Information page.

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

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Field or Control	Description
Supplier ID	Search for vouchers by supplier. The supplier's short name appears when you select the supplier. **Note:** For third-party vouchers, an edit check ensures that you do not enter the same supplier that you entered on the Invoice Information page.
Voucher ID	Search for individual vouchers. The voucher's invoice number appears when you select the voucher ID.
From Voucher Line and **To Voucher Line**	Enter a voucher line number in the **From Voucher Line** field to search for individual voucher lines. Search for a range of voucher lines by entering voucher line numbers in the **From Voucher Line** and **To Voucher Line** fields. You must also enter a voucher ID.
Voucher Date Option and **Voucher Date**	Complete the **Voucher Date Option** field in conjunction with the **Voucher Date** field to limit your search to vouchers that fall within a selected date range.
Currency	Search for vouchers by voucher currency.

Additional Search Criteria

This section initially appears as collapsed; you must expand it to access these optional fields. You can specify additional criteria with receiver lookup criteria or with only the receipt unit defined. However, any information that you define in this group box overrides the values that are specified in the **Voucher Lookup Criteria** group box.

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Field or Control	Description
Get only the Voucher lines that contain the following information	Select to include only the voucher lines that contain the data that is specified in the additional search criteria. This field is set as the default.
Get all Voucher lines for any Voucher that contains the following information	Select to include all voucher lines for vouchers that contain the data that is specified in the additional search criteria.
Item ID, Item Description, Quantity, Unit Price, Merchandise Amount, Mfg Item ID, UPN ID	Enter data to refine your search. You can enter data in more than one field. When you search for quantity, unit price, or merchandise amount, you should also enter at least one of the following fields: **Item ID** or **Item Description.** You can further refine your search using UPN ID.

Search and Copy

Field or Control	Description
Search	Click to populate the **Voucher Information** scroll area with the voucher lines that match your search criteria.
Copy Selected Lines or **Copy Entire Document**	Click to copy voucher information onto the voucher. This button is not available until you select **Search** to display returned voucher information results. When the system retrieves multiple vouchers, you can copy selected voucher lines. When the system retrieves only one document, you can copy the entire document.
Reset	Click **Reset** to remove the **Voucher Information** scroll area and clear selection criteria.
Select All	Click to select all of the lines for all vouchers displayed.
Deselect All	Click to deselect all of the lines for all vouchers displayed.
UPN Information	Select the UPN tab to view the UPN details of an item.

Voucher Information

Field or Control	Description
Unpaid	Displays the unpaid balance of the voucher that is being adjusted. This field is displayed only if you are creating an adjustment voucher. The system issues a warning if the adjustment amount is greater than the unpaid balance of the voucher that is being adjusted.

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Field or Control	Description
Reverse Qty/Amt (reverse quantity/amount)	If the voucher that you are adjusting references a purchase order, select this check box to reverse matched quantities or amounts for the purchase order. This field is available only if you are creating an adjustment voucher. See Entering Adjustment Vouchers.
Select	Select individual voucher lines by selecting this check box in the appropriate row.
Adjust Matched Values, Restore Encumbrance, or **Adjust Mtch Value/ Encumbrance** (adjust matched value and encumbrance)	This field is available only if you are creating an adjustment voucher and the original voucher has an unreconciled related purchase order. The field label and action of this field change depending on the following factors: • **Adjust Matched Values:** Control is not enabled for the business unit, and the purchase order that is copied to the voucher requires matching. Select to adjust the matched value on the purchase order. • **Restore Encumbrance:** Commitment Control is enabled for the business unit, and the purchase order that is copied to the voucher does not require matching. Select to have the Budget Processor process restore or liquidate the encumbrance budget. • **Adjust Mtch Value/Encumbrance:** Commitment Control is enabled for the business unit, and the purchase order that is copied to the voucher requires matching. Select to restore or liquidate the encumbrance budget and to adjust the matched value on the purchase order. See Entering Adjustment Vouchers.
Select All	Click to select all of the lines for a voucher. Each voucher that the system returns has a **Select All** button. You must click the button for each voucher to select its lines.
Clear All	Click to deselect all of the lines for a voucher. Each voucher that the system returns has a **Clear All** button. You must click the button for each voucher to select its lines.

Voucher Template Page

Use the Voucher Template page (VCHR_TEMPLATE) to copy information from a template voucher.

Navigation:

Select *Template* in the **Worksheet Copy Option** field on the Invoice Information page

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> **Note**
>
> You must enter a supplier ID on the Invoice Information page before you can access the Voucher Template page by selecting the **Worksheet Copy** option.

Field or Control	Description
Template ID	Select a template ID. If only one template ID is defined for the supplier, that template ID will be entered in this page field.
Copy from Template	Click **Copy from template** to copy the appropriate invoice header, line, and distribution information from the source template voucher onto the voucher you are adding. This action returns you to the Invoice Information page.

Copying Vouchers

You can create new regular vouchers by copying existing vouchers.

Pages Used to Copy Vouchers

Page Name	Definition Name	Usage
Voucher Search Page	VCHR_SRCH_WRK	Perform a quick search when little data is known.
Copy Voucher Page	VCHR_COPY_SEC	Copy voucher information to a new voucher.

Voucher Search Page

Use the Voucher Search page (VCHR_SRCH_WRK) to perform a quick search when little data is known.

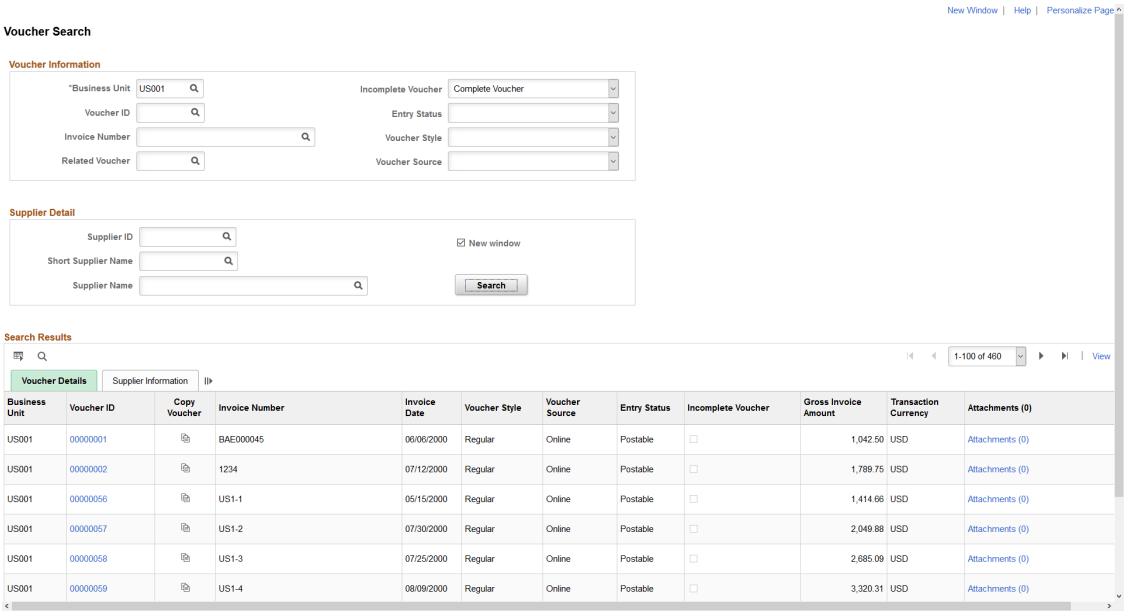
The Voucher Search page is useful when you want to search and update vouchers using limited criteria, such as by business unit.

Navigation:

Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **Voucher Search**

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

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Field or Control	Description
(Copy Voucher)	Click to copy voucher information to a new voucher. You can copy only Regular Vouchers that are in Complete and Postable status.

Copy Voucher Page

Use the Copy Voucher Page (VCHR_COPY_SEC) to copy voucher information to a new voucher.

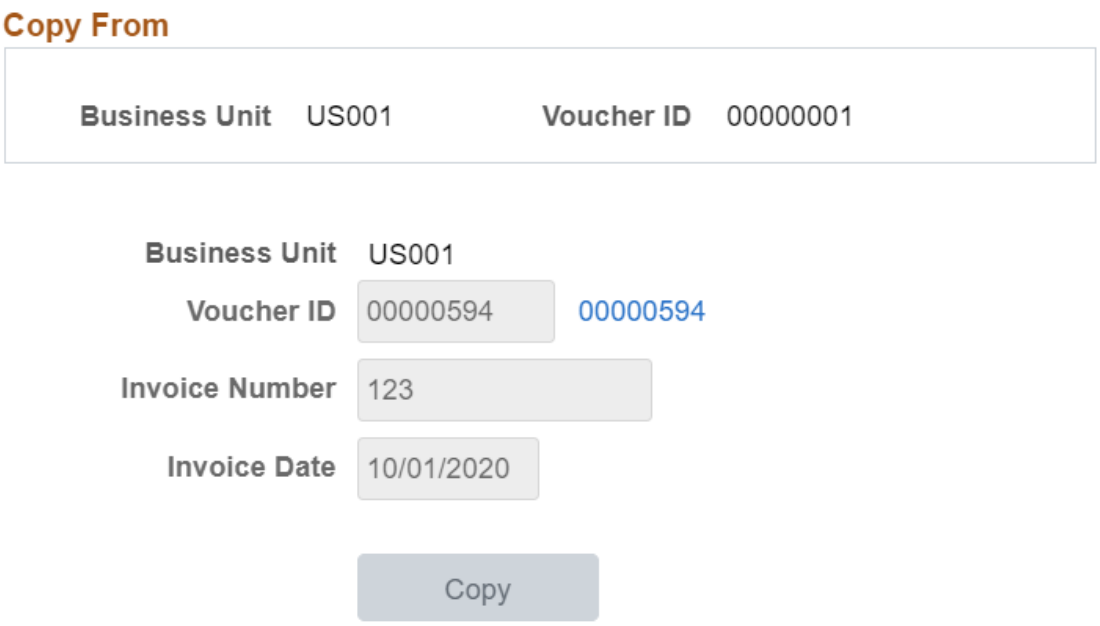
Navigation:

Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **Voucher Search**

Click the Copy Voucher icon.

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

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Field or Control	Description
Copy	Click to create a new voucher based on the information copied from the original voucher. A hyperlink displays for the newly created voucher ID in the Copy Voucher page. **Note:** Copied voucher is created in *Incomplete* and *Recycle* status, and needs to be saved for further processing.
Voucher ID	Enter the Voucher ID. *NEXT* is populated as the default value.
Invoice Number	Enter an invoice number.
Invoice Date	Enter the invoice date. If left blank, system date is used as the invoice date.

When you create a voucher copy, the following information is copied from the original voucher:

- Invoice lines, distributions, taxes, and miscellaneous charges.
- Payment terms, source documents, withholding, and bank details.
- For a voucher with multiple schedules, only the first schedule is copied to the new voucher.

Similarly, the following information is not copied from the original voucher:

- Attachments.
- Payment notes.
- Prepaid reference.
- Match, approval and budget statuses.

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Scheduling and Creating Voucher Payments for Online Vouchers

Pages Used to Schedule and Create Voucher Payments for Online Vouchers

Page Name	Definition Name	Usage
Voucher - Payments Page	VCHR_PAYMENT_PNL	View the payment schedule for a voucher and override payment settings. On this page, you can change the payment schedule, schedule multiple payments, schedule direct payments to an alternate supplier or supplier location, record a manual payment, and create an express payment.
Holiday/Currency Options Page	PAY_OPT_SEC	Override the default bank holiday processing options and currency options for the payment.
Supplier Bank Account Page	PAY_TO_BANK_SCHED	Set the pay to bank account for the remit to supplier. After selecting the account, bank information is displayed on the page. See Voucher - Payments Page
Late Charge Information Page	LATE_CHRG_SBP	Override late interest charge information.
Payment Message Page	PYMNT_VCHR_MSG	Enter a payment message text or select a predefined payment message code to include on the payment remittance advice. See Voucher - Payments Page
Draft Maturity Dates Page	APD_MATURIT_DT_SEC	Specify draft settings for a draft payment method.
Letter of Credit Details Page	LC_AP_INQ1	View details about a letter of credit. See Voucher - Payments Page
Letter of Credit Doc Page (letter of credit document)	LC_AP_INQ2	View details about a letter of credit document. See Voucher - Payments Page
Layout Page	AP_EFT_LYT_SEC	Enter information to settle a payment through PeopleSoft Financial Gateway or Pay Cycle Manager functionality.

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Page Name	Definition Name	Usage
HIPAA Page	VCHR_HIPAA_SEC	(USA) Enter information for Health Insurance Portability and Accountability Act of 1996 (HIPAA) compliance. The link and page appear only if the payment method for the voucher has an EFT layout of *HIPAA*.

Voucher - Payments Page

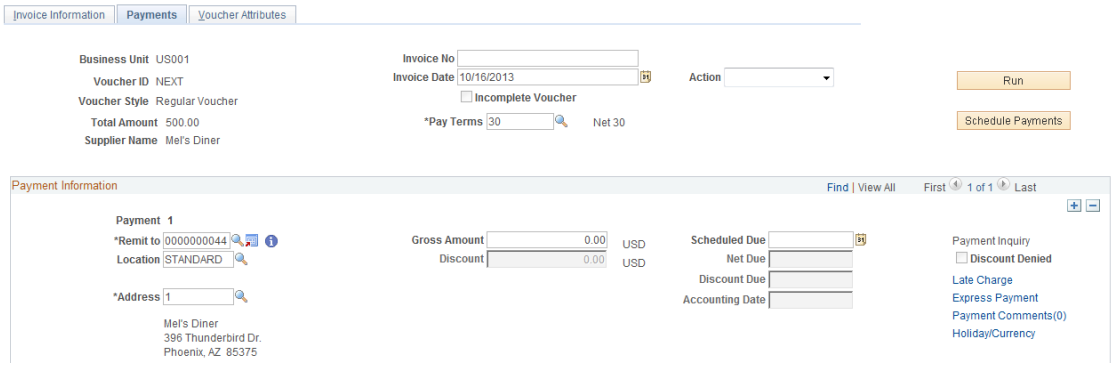
Use the Voucher - Payments page (VCHR_PAYMENT_PNL) to view the payment schedule for a voucher and override payment settings.

On this page, you can change the payment schedule, schedule multiple payments, schedule direct payments to an alternate supplier or supplier location, record a manual payment, and create an express payment.

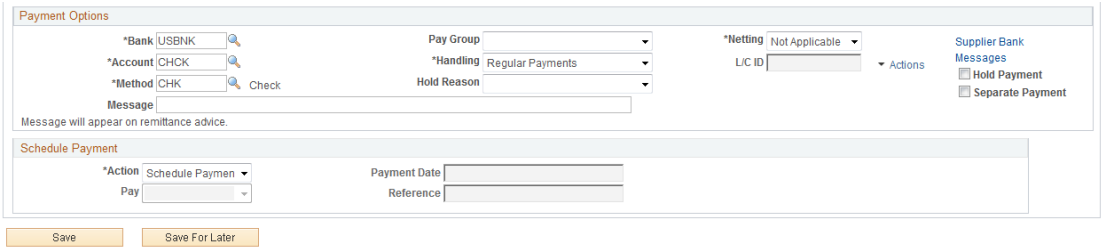
Navigation:

Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **Regular Entry**, and then **Payments**

This example illustrates the fields and controls on the Voucher - Payments page, add mode (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 Voucher - Payments page, add mode (2 of 2). You can find definitions for the fields and controls later on this page.



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PeopleSoft Payables schedules payments for a voucher when you save the voucher. At that time, the system processes the voucher fields against the Payment Terms table to determine the net due, discount due, and scheduled due dates for the payment.

> **Note**
>
> Remember that if the supplier is on hold, the system does not select the voucher for payment until you remove the payment hold status for the supplier.
>
> If a payment has been reconciled, the fields on this page are unavailable.

Header

Field or Control	Description
Pay Terms	Modify the payment terms.
Schedule Payments	Click to schedule the payment before you save the voucher. This function enables you to preview the payment due dates and discount (if any). With multipayment terms, you can also generate installment payment records (and review and edit them, if necessary) in advance of committing them when saving the voucher. You can always edit the voucher immediately after saving, but this alternate method may offer more peace of mind.
HIPAA	Click to access the HIPAA page, where you can enter HIPAA information for the voucher. This link appears only if the payment method for the voucher has an EFT layout of *HIPAA*.

The **Action** field appears on this page as well as other pages in the Voucher component. This field is discussed in detail in a previous section.

See Invoice Information Page.

Payment Information

Field or Control	Description
Scheduled Payment	Displays the scheduled payment number.

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Field or Control	Description
Remit to, Location, and **Address**	Displays the appropriate remit to supplier for the payment based on the remit to supplier that is established for the supplier on the Invoice Information page. This value is supplied by default from values that are established at the supplier location level. Whereas in most cases you remit directly to the supplier that sent you the voucher, the system enables you to override the default choices for remit to supplier, location, and address. For example, if a supplier requires that payments be sent to its company corporate office rather than to a local office address, you can select the location to which the payment should be sent. You can also change the remit to supplier to pay one supplier for the vouchers of another, as is the case with factoring relationships, for example. **Note:** The system updates the **Remit to** and **Location** fields appropriately if there are any changes to **Supplier ID**, **ShortName**, or **Location** fields on the Invoice Information page.
	Click the **Alternate Names** icon to view the alternate names for the remit-to supplier.
	The Information icon appears if the supplier's payment is placed on *Hold Payment* for the remit to supplier selected. It prompts you that the particular supplier's payment is on hold in the Supplier Profile.
(USF) Schedule ID	U.S. Federal payment schedule ID. This field is populated only after you have run the Pay Cycle Application Engine (AP_APY2015) process for the payment. See Understanding Federal Payment Processing.
Gross Amount	Enter the payment amount for the scheduled payment if you do not take a discount. If you have multiple payments scheduled for the voucher, the sum of the gross amounts for each of these payments must equal the gross amount of the voucher on the Invoice Information page.
Discount	Enter the amount of the discount that can be taken on the scheduled payment. If you have multiple payments scheduled for the voucher, the sum of all the discount amounts must equal the total discount amount that is available for the voucher. If you miss the discount due date and elect not always to take the discount, you cannot take advantage of this discount amount unless you reschedule the payment with new dates.

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Field or Control	Description
Scheduled Due	Determines when to pay the scheduled payment. During the payment selection step of the Pay Cycle process, the system compares the pay through date (entered as part of your payment selection criteria) to the scheduled pay date. If the scheduled pay date is less than or equal to the pay through date, the scheduled payment is a candidate for payment. When PeopleSoft Payables automatically schedules payments, the scheduled due date is set to one of these values: • Discount due date: When a discount is available and the discount due date is later than the current date. • Net due date: When no discount is available or the discount due date has passed. • Current date: If the net due date has passed. Users who are authorized to schedule payments manually can manipulate these dates and amounts to tailor the voucher's scheduled payments to meet your organization's cash flow requirements. **Note:** When bank holiday processing is enabled, the system adjusts the scheduled due date forward or backward according to whether the due date falls on a work day, weekend, or holiday, depending on the parameters that are in effect. When the scheduled due date has been populated for a payment (either by calculation or by direct user entry), that payment is considered *scheduled.* The payment schedule is not updated for any subsequent changes in payment terms or basis date or amount data. You must first remove the date from the **Scheduled Due** field if you want to *reschedule* an already scheduled payment.
Net Due	Displays the net due date. When PeopleSoft Payables automatically schedules payments, the system calculates the net due date by applying the appropriate net payment terms timing calculation for the payment terms on the Invoice Information page. If you have specified net delay days for the supplier or for the PeopleSoft Payables business unit, the system adds that number of days to the date that is calculated from the payment terms to determine the net due date when the gross amount for the scheduled payment is due.

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Field or Control	Description
Discount Due	The system calculates the discount due date by applying the appropriate discount payment terms timing calculation for the payment terms on the Invoice Information page. If you have specified discount delay days for the supplier or for the PeopleSoft Payables business unit, the system adds that number of days to the date that is calculated from the payment terms to determine the latest date that you can legitimately retain the discount amount for the scheduled payment.
Accounting Date	The accounting date is based on the settings that are defined in the PeopleSoft Payables default hierarchy.
Payment Inquiry	Click to access the Payment Inquiry page to view payment information. This link is active only if the voucher has been paid. See Payment Inquiry Page.
Holiday/Currency Options	Click to access the Holiday/Currency Options page, where you can change the default bank holiday processing and currency options for the payment.
Discount Denied	This check box is display-only and is set by the Pay Cycle process. When the Evaluate Discount Rate feature is enabled at the Installation Options level, the Pay Cycle process determines whether the discount should be taken. If the discount is not taken, the **Discount Denied** check box is selected.
Late Charge	Click to access the Late Charge Information page, where you can review and override the system-assigned payment reason code and the late charge information that appears by default through the PeopleSoft Payables control hierarchy. You can override the payment reason code after you have paid the voucher, but you cannot change the **Late Charge Option** or the **Late Charge Code** fields after payment. Only user-defined codes appear. **Note:** This page is available only if you have enabled late charge calculation on the Installation Options - Payables page.
Express Payment	Click to access the Express Payment page, where you can create an express payment. The system copies all relevant information on the voucher to the payment fields for creating an express payment. **Note:** You cannot create an express payment if the supplier has a financial sanctions status of *Review* or *Blocked.* The **Express Payment** link is not available. See Using Express Payments.

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Field or Control	Description
Prepayment	Click to search for and apply eligible regular vouchers to a prepaid voucher. This link is active only if you are entering a prepaid voucher. See Understanding Prepayment Processing.

Payment Options

Field or Control	Description
Bank and **Account**	Select the bank and bank account from which the payment is issued. This appears by default from the control hierarchy, but you can override these settings. **Note:** Select a netting bank account from the Voucher payment page if the remit to supplier value is an interunit supplier and the source value is Billing.
Method	Select a payment method. Values are: *ACH:* Automated Clearing House. *BEF:* Customer-initiated EFT draft. *BOO:* Customer-initiated draft. *CHK:* System check. *DD:* Direct debit. *DFT:* Supplier-initiated draft. *EFT:* Electronic Funds Transfer. *GE:* Giro EFT. *GM:* Manual giro. *LC:* Letter of credit. *MAN:* Manual check. *WIR:* Wire report.
Drafts	Click to access the Draft Maturity Dates page, where you can specify the draft maturity date options for the payment. This link is active only if you select a draft payment method. See Understanding Draft Processing.
Pay Group	Select the pay group for this payment, where applicable. Pay groups are used as part of the pay cycle selection criteria. You can use them to better control which payment schedules are selected. You define supplier pay groups on the Supplier Pay Group Codes page.

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Field or Control	Description
Handling	Displays the payment handling code, which appears by default from the PeopleSoft Payables control hierarchy. Each payment handling code has a sort sequence related to it that determines the order in which it prints. Checks are printed according to the sort sequence in ascending order: the lower the sort sequence number, the higher the sort priority. You must always have a payment handling code on a scheduled payment. You define payment handling codes on the Payment Handling Codes page. See PeopleSoft Source to Settle Common Information: Defining Payment Handling Codes.
Netting	Displays the status for the Automatic Netting Selection Application Engine (TR_NET_ASEL) process: *H* (hold): Net payment is on hold for the Automatic Netting Selection process in Treasury. This payment schedule is available for the netting selection process to select it. *N* (not applicable): Netting does not apply to this payment. This supplier is not a netting supplier *S* (selected): Net payment is selected for payment. Payment has been processed by the Automatic Netting Selection process and is now ready to be processed by the Netting Closing Application Engine (TR_NET_CLOSE and TR_NET_ARCLS) processes in pay cycle processing.
Hold Reason	Select a code to explain the payment hold. Values are: • *ACC:* Accounting in Dispute. • *AMT:* Amount in Dispute. • *CRT:* Contract Retention. **Note:** Retention from a recurring voucher contract is automatically placed on hold. • *EFT:* EFT Incomplete or Not Prenoted. • *FNS:* Financial Sanctions. • *GDS:* Goods in Dispute. • *IPC:* Inbound IPAC Required. • *OTH:* Other. • *QTY:* Quantity in Dispute. • *WTH:* Withhold Hold. **Note:** A payment can be automatically placed on Withhold Hold, depending on the withholding setup. The reason codes are stored in a translate table. You can add more codes to the translate table using PeopleTools.

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Field or Control	Description
Messages	Enter a payment message of up to 70 characters to appear on the remittance advice (check stub). You can also click the **Messages** link to access the Payment Message page, where you can select message codes for predefined messages to appear on the remittance advice and specify the order in which they appear. You can repeat this for each scheduled payment. You define message codes on the Payment Messages page which you access from the Procurement Options menu. See PeopleSoft Source to Settle Common Information: Payment Message Page.
Supplier Offset TOP(supplier offset Treasury Offset Program)	The value entered for the supplier provides the default for TOP eligibility at the voucher payment level. When using the SPSMISC EFT file format, the system will automatically populate this field based on settings at the supplier level.
Supplier Bank Account	Click to access the Supplier Bank Account page, where you can select the bank account sequence number.
Letter of Credit	Displays the ID for the letter of credit. This field is active only for a payment method of *LC*. Click the **View Related Links** icon to view the Letter of Credit Details page and the Letter of Credit document page. See Letters of Credit.
Hold Payment	Select this option to place a payment on hold. The system stores the scheduled payment but the Pay Cycle process does not pay it. When you are ready to take the payment off hold, deselect the check box.
Separate Payment	Select this check box if you do not want this payment to be grouped with other payments for the remit to supplier.
(USF) Inbound IPAC (inbound intra-governmental payment and collection transaction)	Select to indicate that this voucher is to be applied to an inbound IPAC transaction. This places the voucher payment on hold with a hold reason of *IPC,* IPAC hold, until the inbound IPAC data has been staged and is ready for you to associate with the voucher. This field is available only if you have enabled federal payments on the Installation Options - Payables page. See Processing Inbound IPAC Transactions.

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Field or Control	Description
(USF) Select IPAC (select intra-governmental payment and collection transaction)	Click to access the Inbound IPAC Stage Selection page, where you can search for and select staged inbound IPAC transactions to associate with the voucher. This field is available only if you have enabled federal payments on the Installation Options - Payables page. See Processing Inbound IPAC Transactions.
(USF) IPAC (intra-governmental payment and collection transaction)	Click to access the IPAC page, where you can enter and review IPAC information for the voucher. This link is active only if you have enabled federal payments on the Installation Options - Payables page and the payment method that you selected is defined as an IPAC EFT layout for the bank that you have selected. See Processing Outbound IPAC Transactions.

Schedule Payment

Field or Control	Description
Action	Select the payment action. Values are: • *Cancelled:* Indicates that this payment has been canceled. This value is display-only; you cannot select it. • *Escheated:* Indicates that this payment has been escheated. This value is display-only; you cannot select it. • *Prepaid:* Indicates that this payment schedule was paid by a prepayment. This value is display-only; you cannot select it. • *Record:* Select to record a manual payment. Today's date is populated in the **Payment Date** field. You can also create manual payments using the Manual Payment Creation page. **Note:** You cannot record a manual payment if the supplier has a financial sanctions status of *Review* or *Blocked.* The system does not allow you to select this option. • *Schedule:* This is the default value for scheduled payments. See Understanding Additional Payment Processing Options. See Understanding Prepayment Processing.
Pay	This field is enabled only if you have set the payment action to *Record.* This field enables you to indicate that either the *Full* amount or the *Discounted* amount is being paid.

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Field or Control	Description
(USF) Reference Voucher and **Reference Payment**	Enter the original voucher (reference voucher) in the **Reference Voucher** field and the schedule payment number of the canceled payment in the **Reference Payment** field. This creates a relationship between the source voucher and the reference voucher for reclassification purposes. These fields are available only if you have enabled federal payments on the Installation Options - Payables page. See Managing Cash Reclassification Transactions.
Payment Date	The default is today's date. You can change it to reflect the date of the manual payment.
Reference	Enter a reference number when recording a manual payment.
Applied Voucher	Displays the voucher ID of the prepaid voucher to which this regular voucher was applied. This field appears only on regular vouchers that are applied to prepayments. See Understanding Prepayment Processing.
Payment Justification	Enter a payment justification for the voucher. This field appears only if federal payments are enabled at the installation level. The field is available for all voucher styles regardless of the payment type and EFT layout code. For more information on enabling federal payments, see Application Fundamentals: Installation Options - Payables Page. **Payment Justification** is a required field for specific EFT layouts. You will receive an error message if you save the voucher without entering a justification. For additional information, see Setting Up EFT and ACH Payment Formats. The **Payment Justification** field is an optional field for all PAM payment layouts except PAMSPDR.

Payment Amounts Other Than Gross or Discount

If you want to enter a payment that differs from the gross or discount amounts, you must enter additional payment schedules that add up to one of those amounts. Do this by inserting new rows for the payment and scheduling those payments for a later date.

For example, if the gross amount is 100.00 EUR, and you want to enter a manual payment of 70.00 EUR, you must create two payment schedules for the voucher:

1. One for 70.00 EUR.
2. One for 30.00 EUR.

Change the gross amount on the existing payment schedule to 70.00 EUR, and then insert a new payment schedule row and enter a payment of 30.00 EUR to equal the gross amount of the voucher. The system does not allow you to save the manual payment of 70.00 EUR until the voucher balances to either the gross or discount amount.

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Vouchers with Payment Terms That Include Rebate Processing

Some suppliers provide a rebate rather than a discount for payments that are made early. You can set up such payment term on the Payment Terms - Single Payment page.

When the Voucher component processes vouchers with rebate terms, it performs the following validations:

- Accounting policy must be gross.
- Discount due date and scheduled due date must be today's date.
- All voucher lines must be set to discount applicable.
- Only one scheduled payment per voucher is allowed.

No discount calculation is applied when you save the voucher. Rebate calculation takes place in the payment selection step of the Pay Cycle process.

See PeopleSoft Source to Settle Common Information: Payment Terms - Single Payment Page.

Holiday/Currency Options Page

Use the Holiday/Currency Options page (PAY_OPT_SEC) to override the default bank holiday processing options and currency options for the payment.

Navigation:

Click the **Holiday/Currency Options** link on the Voucher - Payments page.

Holiday Processing Options

The system calculates bank holidays using the business calendar.

Field or Control	Description
Holiday Options	Select from the following values: *Due After Holiday:* The system takes any bank holidays into consideration when it calculates the payment due date and delays payment until after the bank holiday. If you select this value, you can also select the **Allow due date in next month** check box to enable the payment to be made in the next month. If you don't select this check box, and the payment date after a holiday does fall in the next month, the system schedules the payment before the holiday. For example, you would not select this value if you generally want payments to be made after a holiday but not in the next month when a holiday falls at the end of a month. *Due Before Holiday:* The system takes any bank holidays into consideration when it calculates the payment due date and makes the payment before the bank holiday. *Not Applicable:* The system does not take bank holidays into consideration when it calculates the payment due dates.

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Field or Control	Description
Days	Enter the number of days after or before the holiday that the payment can be made.

Currency Options

Field or Control	Description
Payment Currency	Select the currency in which the payment is made.
Rate Type	Select the rate type for converting the invoice currency to the payment currency.
Specify Rate	Select if you want to enter a specific rate for converting the invoice currency to the payment currency in the **Exchange Rate** field.
Paid	If you enter a specific exchange rate, the amount in the payment currency is calculated and reported here. **Note:** This field is in deferred processing mode and a trip to the server is required to calculate the paid amount. You can invoke a trip to the server by clicking the **Refresh** button.

Late Charge Information Page

Use the Late Charge Information page (LATE_CHRG_SBP) to override late interest charge information.

Navigation:

Click the **Late Charge** link on the Voucher - Payments page.

Field or Control	Description
Payment Reason Code	Displays the system-assigned payment reason code; you can override this value after you have paid the voucher. You set up payment reason codes on the Payment Reason Codes page. The system-applied reason code that you attach to the SetID for this business unit on the Payables Definition - Payments page appears as default in this field.
Late Charge Option	Select either *Compute Charges* to have the system calculate late charges, or *Not Applicable*. You cannot change this value after the voucher has been paid.
Late Charge Code	If you choose to compute late charges at the voucher level, set the value here. You cannot change this value after the voucher has been paid. You set up late charge codes on the Late Interest Charges page.

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Field or Control	Description
Late Charge Amount	Displays the amount of the late charge to be paid.
Late Charge Denied	If the system-calculated late charge is below the minimum pay amount (as defined during late charge setup), the system does not pay the late charge. The late charge is denied. The system displays the denied amount in the **Late Charge Denied** field, and the late charge amount becomes zero. When the late charge is above the minimum pay amount, it appears in the **Late Charge Amount** field and the **Late Charge Denied** field becomes zero.

Draft Maturity Dates Page

Use the Draft Maturity Dates page (APD_MATURIT_DT_SEC) to specify draft settings for a draft payment method.

Navigation:

Click the **Drafts** link on the Voucher - Payments page. This link is active only for a draft payment method.

Field or Control	Description
Draft Sight	References the agreed-upon payment terms between you and your supplier. These terms are similar to accounts payable and accounts receivable payment terms, except that they do not use discounts. You maintain your default sight codes at the business unit, voucher origin, and supplier levels of the control hierarchy. The system uses the draft sight code to calculate the maturity date.
Maturity Date	When you save a voucher with a payment method of draft, the system calculates the draft maturity date and the scheduled maturity date using the scheduled due date, draft sight code, and bank holiday processing options. You can override the **Maturity Date** field here, but the schedule due date for the voucher payment must be before or equal to the maturity date.
Scheduled Maturity Date	When you save a voucher with a payment method of draft, the system calculates the draft maturity date and the scheduled maturity date using the scheduled due date, draft sight code, and bank holiday processing options. You can override the **Scheduled Maturity Date** field here, but the schedule due date for the voucher payment must be before or equal to the maturity date.
Group Code	Use to group payment schedules manually into one draft.

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Related Topics

- Understanding Draft Processing
  This section discusses:

Layout Page

Use the Layout page (AP_EFT_LYT_SEC) to enter information to settle a payment through PeopleSoft Financial Gateway or Pay Cycle Manager functionality.

Navigation:

Click the **Layout** link on the Voucher - Payments page.

To enable editing of the **Layout** fields, you must first specify a payment method of *ACH:* Automated Clearing House, *BEF:* Customer-initiated EFT draft, *EFT:* Electronic Funds Transfer, *GE:* Giro EFT, or *WIR:* Wire report.

Field or Control	Description
Layout	Select an applicable layout code. The system displays codes depending on the bank code, bank account, and payment method that are defined on the Payments page. When you click **Save,** the system validates layout codes against those defined at the bank account level.
Settle by	Displays the settlement method of the selected layout, either *Financial Gateway* or *Pay Cycle Manager*. **Note:** You must select layouts that are settled through Pay Cycle Manager for federal payments and (USA) HIPAA payments.

HIPAA Page

Use the HIPAA page (VCHR_HIPAA_SEC) to (USA) Enter information for Health Insurance Portability and Accountability Act of 1996 (HIPAA) compliance.

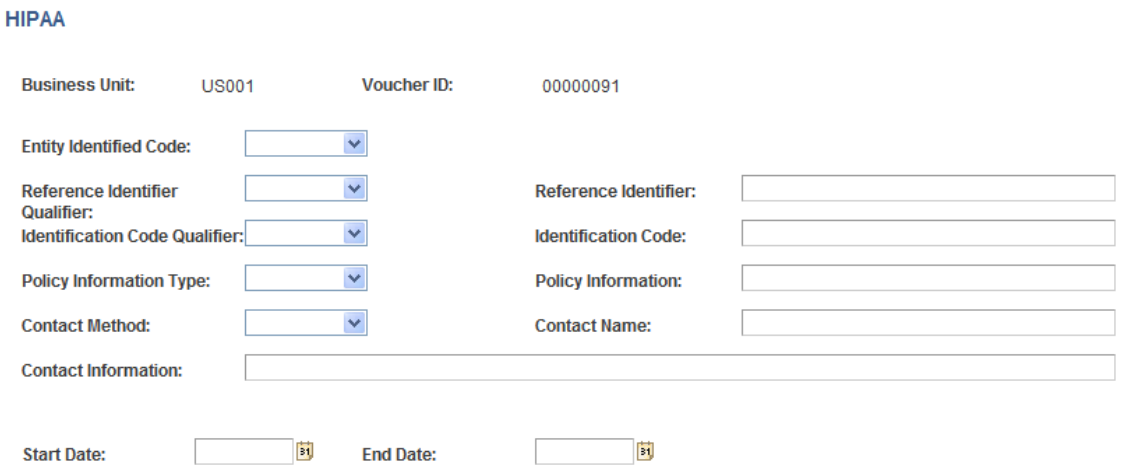
The link and page appear only if the payment method for the voucher has an EFT layout of HIPAA.

Navigation:

Click the **HIPAA** link on the Voucher - Payments page.

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

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Field or Control	Description
Entity Identified Code	Enter a code to identify the organizational entity, physical location, property, or individual: *3rd Party* or *Payer*.
Reference Identifier Qualifier and **Reference Identifier**	Enter a qualifier against which to indicate that the payment is to be applied —*Invoice*, *Master*, or *Plan*— and a corresponding identifier number from the agency that is authorizing the payment.
Identification Code Qualifier and **Identification Code**	Enter a qualifier to indicate the code structure method of the identification code—*D&B* (Dun and Bradstreet), *D&B + Sfx* (Dun and Bradstreet plus 4-character suffix), *Insurance*, *Plan ID,* or *Tax ID*—and enter the corresponding code.
Policy Information Type and **Policy Information**	Enter *Account*, *Contract*, *Invoice,* or *Policy* to define the policy type, and enter additional information, such as the policy number.
Contact Method and **Contact Name**	Enter the preferred contact method: *Email*, *Fax*, or *Telephone.* Also enter the contact person's name.
Contact Information	Enter specific contact information, such as email address.
Start Date and **End Date**	Enter the dates to define the duration of the policy.

> **Note**
>
> Page Personalization: On the Payments tab, the page personalization option *Put this page in front (the current tab) when I come into this component* is overridden due to the functional design requirements of the voucher component.

Related Topics

- (USA) Vouchers for HIPAA Payments
  The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a set of regulations from the U.S. Department of Health and Human Services. One of the primary

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concerns of HIPAA is to restrict the use of individually identifiable health information to protect the privacy of healthcare consumers. In addition to the privacy rules, HIPAA includes regulations that establish national standards for the format and structure of electronic communications between covered entities.

Completing Voucher Attributes

This section discusses how to view and modify voucher attributes.

Page Used to Complete Voucher Attributes

Page Name	Definition Name	Usage
Voucher Attributes Page	VCHR_STATUS_IA	View and, if applicable, override the default transaction currency processing, the match status, the voucher approval setting, voucher processing options, tax group, and accounting instructions. Where applicable, you can also pay unmatched vouchers and access SBI (Self Billing Invoice), prepayment, and Letter of Credit information on this page.

Voucher Attributes Page

Use the Voucher Attributes page (VCHR_STATUS_IA) to view and, if applicable, override the default transaction currency processing, the match status, the voucher approval setting, voucher processing options, tax group, and accounting instructions.

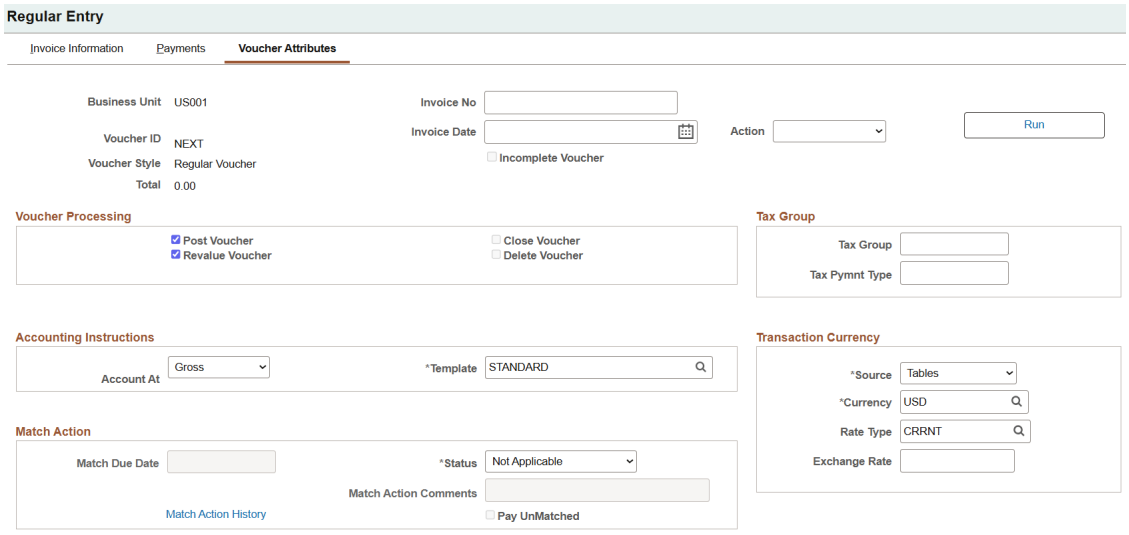
Where applicable, you can also pay unmatched vouchers and access SBI (Self Billing Invoice), prepayment, and Letter of Credit information on this page.

Navigation:

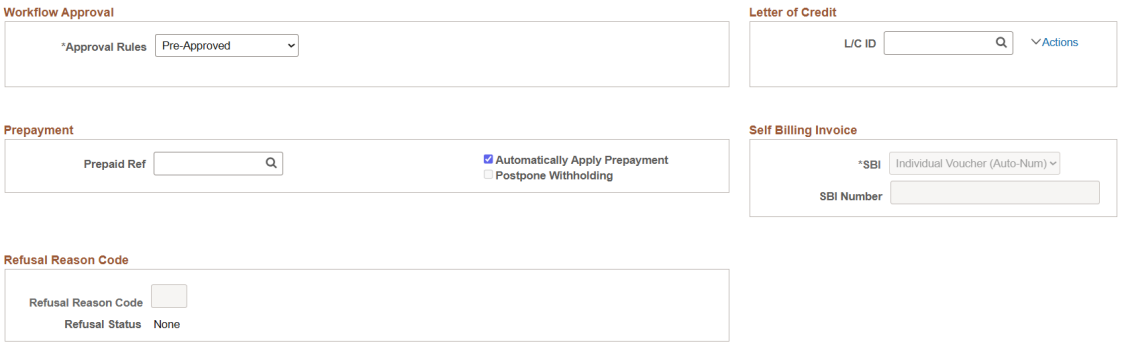
Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **Regular Entry**, and then **Voucher Attributes**

This example illustrates the fields and controls on the Voucher Attributes page, add mode (1 of 2). You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the Voucher Attributes page, add mode (2 of 2). You can find definitions for the fields and controls later on this page.



The **Action** field and **Print Invoice** button appear on this page as well as other pages in the Voucher component. These fields are discussed in detail in a previous section.

See Invoice Information Page.

Field or Control	Description
Incomplete	Indicates whether the voucher is incomplete or not. The **Incomplete** check box will be selected when you click the *Save for Later* button. Clicking the *Save* button will deselect the check box. An incomplete voucher is not eligible for Budget Checking, matching or posting. The Voucher Search and the Voucher Inquiry component allows the user to search by the Incomplete voucher check box. Voucher ID validations, currency and the currency exchange data validations are done for the incomplete vouchers. Incomplete vouchers are not picked up by voucher build process.

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Voucher Processing

The fields in the **Voucher Processing** group box enable you to select various voucher processing options. Depending on the status of the voucher and its stage in the voucher life cycle, not all of these options may be available.

Field or Control	Description
Post Voucher	Select to allow the voucher to post. The default value is set to “Y”. If this check box is selected, the voucher is available to the Voucher Posting process, assuming that all other edit, approval, and control group criteria are met. To prevent the voucher from posting during the next Voucher Posting process, deselect this check box. If the voucher has been posted, this check box is selected and display-only.
Revalue Voucher	Displays as selected by default. This check box must be selected if the voucher is to be picked up by the PS/AP Revaluation Application Engine (AP_REVALUE) process. See Performing the PS/AP Revaluation Process.
Packing Slip	Enter a packing slip number from the supplier's invoice. The packing slip number can be used by the Matching Application Engine (AP_MATCH) process to associate the voucher with the receiver if the document association rule is set up to use this criteria. This field also appears for vouchers with the ERS or Quick Invoice source type. See PeopleSoft Source to Settle Common Information: Document Association Rules Page. See ERS Vouchers.
Close Voucher	This field is display-only. It displays as selected if the voucher has been selected for closure using the Close Voucher page. The system closes the voucher during the next Voucher Posting process.
Delete Voucher	Select to delete a voucher from PeopleSoft Payables. For control purposes, you can do this only if the voucher is in an unposted state and no portion of the voucher has ever been paid. When you save the voucher, the system prompts you to confirm your action. **Note:** This check box is only available when adding a new voucher. If you need to delete a voucher after adding it, you must use the Delete Voucher page.

Accounting Instructions

The values appear by default based on the PeopleSoft Payables control hierarchy. You can override them.

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Field or Control	Description
Account At	Determines how you view discounts. Select from: *Gross:* If you account at gross, the discount is earned when you are able to take it. *Net:* Accounting at net assumes that you will always take a discount. If you do not, the discount is lost.
Template	Identifies the Accounting Entry Template that is associated with this voucher. The Accounting Entry Template controls the offset accounts, for example, the sales tax, freight, and discount accounts.

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Match Action

Field or Control	Description
Status	Displays the current matching status of the voucher. You can change the match status, but what you can change varies depending on where the voucher is in the Matching process. For example, before running the Matching process, you can change the matching status to *No Match* on a line-by-line basis; that is, you can indicate which lines require matching and which lines do not. The user ID does not require match override authority to switch between a matching status of *Ready* and a status of *No Match.* The match status values are: *CreditNote:* Marks the voucher as being matched with a credit memo adjustment voucher. *Dispute:* Indicates that the voucher is on hold from further matching processing. *Exceptions:* A voucher that fails the Matching process initially has a status of *Exceptions.* In this case, you can select the **Exceptions** link on the Voucher - Summary page to transfer to the Match Exception Workbench Details page. Or you can override the match status here, provided that your user ID has match override authority. *Matched:* Indicates that the voucher has successfully passed the Matching process. *No Match:* Indicates that all voucher lines are flagged as *Do Not Match.* If no lines are flagged for matching, the system sets voucher matching to *No Match.* The system sets this value automatically when it copies voucher information from a purchase order or receiver. You can set this value manually as well. *Overridden:* Enables the voucher to pass matching by setting the match status to *Matched,* even though the voucher does not match specified purchase orders or receivers. If you had previously set the status to *Overridden,* you can change it back to *Exceptions.* *Ready:* Marks the voucher as ready for matching so that it can be processed the next time the Matching process is run. If voucher lines exist that have been flagged as full match, the system sets the voucher matching status to *Ready* before the voucher can be saved. The system sets this value automatically when it copies voucher information from a purchase order or receiver. You can set this value manually as well. The user ID does not require match override

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Field or Control	Description
	authority to switch between a matching status of *Ready* and a status of *No Match.*
Match Due Date	Edit the match due date for this specific voucher. The Matching process selects only the vouchers that are ready to be matched as of that date.
Match Action Comments	Enter comments for the voucher match action.
Match Action History	Click Match Action History link to review match action history on the Match Action History page.
Pay UnMatched	Select to pay an unmatched voucher. You must have authority, defined in user preferences, to do this.

See Understanding the Matching Process.

Transaction Currency

The fields in the **Transaction Currency** group box enable you to view and override the default voucher transaction currency and the rate type (or user-defined exchange rate) that is used to convert the voucher transaction currency into the business unit's base currency when you post the voucher. You can override the default settings before posting the voucher.

> **Note**
>
> The exchange rate that you view or enter here has no effect on the payment currency. To convert the invoice currency to a different payment currency, use the Holiday/ Currency Options page, accessed from the Voucher - Payments page.

Field or Control	Description
Source	Select the source of the currency exchange rate: *Tables:* The system determines the currency exchange rate automatically using the PeopleSoft Financials exchange rate table. If the system is assigning the exchange rate using the PeopleSoft Financials exchange rate tables, then the voucher transaction currency, rate type, and invoice date determine which rate the system uses to convert amounts to the business unit's base currency. *User:* Enter your own exchange rate (independent of the tables) in the **Exchange Rate** field.
Currency, Rate Type, and **Exchange Rate**	The currency and rate type appear by default from the control hierarchy of business unit, origin, control group, and supplier. You can override these settings here on the voucher.

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Tax Group

Field or Control	Description
Tax Group and **Tax Pmnt Type** (tax payment type)	PeopleSoft Payables uses these fields to create payments, for example garnishment payments, for PeopleSoft Payroll.

Workflow Approval

Field or Control	Description
Approval	Set the approval status of the voucher: *Approval Framework:* Select to use the Approval Framework for voucher approval routing. *Pre-Approved:* The voucher's approval status is set to approved. The voucher is not routed for approval and is immediately available for payment. *Virtual Approver:* Specify the business process and approval rule set to use for approving the voucher using the Virtual Approver.
Bus Proc(business process)	If you select *Virtual Approver* for the approval type, you must enter a business process for the approval process.
Appr Rule(approval rule)	If you select *Virtual Approver* for the approval type, you must enter an approval rule for the approval process.

> **Note**
>
> A voucher must be approved before it can be paid.

See Approving Vouchers.

Letter of Credit

Field or Control	Description
L/C ID (letter of credit ID)	Select the letter of credit ID for the payment. This field is populated during voucher save based on the value in the **L/C ID** field on the Payments page.
	Click the **View Related Links** icon to view the Letter of Credit Details page and the Letter of Credit Doc (letter of credit document) page. See Letters of Credit.

Self Billing Invoice

Enter a self-billing invoice number option and number.

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See Understanding SBI Processing.

Prepayment

Enter prepayment information.

Field or Control	Description
Prepaid Ref	Search for the prepaid voucher reference code created for the same supplier.

See Understanding Prepayment Processing.

Lease Key

Enter the lease number for a lease payment voucher. This field appears only when you have also installed the Lease Administration module.

Refusal Reason Code

Field or Control	Description
Refusal Reason Code	Enter the reason code used to refuse the voucher. If the voucher is posted, paid, or the supplier does not have a PEPPOL ID set up, the Refusal Reason Code field is unavailable for editing. Access the Refusal Reason Code page (Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Refusal Reason Codes) to view or add refusal reason codes. Sender ID on this page is the PEPPOL ID of the sending organization who is refusing the transaction. Sender PEPPOL ID is required for creating e-invoice refusal response files. For additional information on PEPPOL, see Staging Voucher E-invoice Files Using the Data Export Import Utility.
Refusal Status	Displays the refusal status. The available status values are the following: • *None*: No reason code entered. • *Selected*: A reason code is selected. • *Sent*: Refusal reason code sent.

Access Process E-Invoice Refusals page (Accounts Payable, Batch Processes, Vouchers, Process E-Invoice Refusals) to process e-invoice refusals for vouchers and quick invoices.

PeopleSoft delivers the following sample DEIU maps for processing e-invoice refusals: AP_EINV_REFUSAL and AP_EINV_REFUSAL_QV. For more information on map definitions, see Application Fundamentals: Defining the Data Source and Target

Viewing Voucher Summary Information

This section discusses how to view voucher summary information.

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Page Used to View Voucher Summary Information

Page Name	Definition Name	Usage
Voucher - Summary Page	VCHR_SUMMARY_PG	View important voucher information, summarized from the other three primary pages, such as voucher header information, various statuses, and payment terms. Also view voucher entry information, such as the voucher source, the date entered, the user ID that entered the voucher, and the date and time on which the voucher was last updated. This page appears only after you save the voucher.
Approval History Page	EMVCHR_APPROVAL_IA	View the details of the voucher approval.

Voucher - Summary Page

Use the Voucher - Summary page (VCHR_SUMMARY_PG) to view important voucher information, summarized from the other three primary pages, such as voucher header information, various statuses, and payment terms.

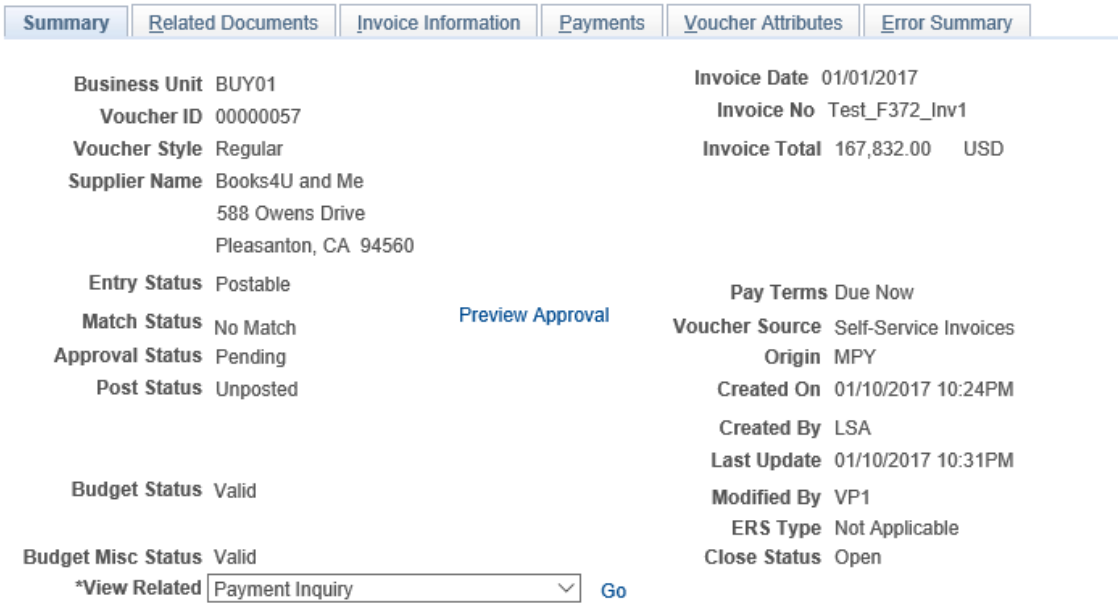
Also view voucher entry information, such as the voucher source, the date entered, the user ID that entered the voucher, and the date and time on which the voucher was last updated.

Navigation:

Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **Regular Entry**, and then **Summary**

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

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Field or Control	Description
Contract ID	Displays the contract ID that is associated with this voucher.
Entry Status	Displays the phase of the voucher's processing. Values include *Recycled, Approved, Open,* and *Postable.*
Match Status	Values include *Exception, Manually Overridden, Manually Set to Credit Note, Matched, Match - Dispute, No Match,* and *To Be Matched.* If match exceptions exist, click the **Exceptions** link to access the Match Exception Workbench Details page. See Completing Voucher Attributes. See Understanding the Matching Process.
Post Status	Voucher posting status: *Posted:* The Voucher Posting process has run successfully. *Unposted:* The Voucher Posting process has not been run. See Understanding the Voucher Posting and Payment Posting Processes.

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Field or Control	Description
Document Tolerance Status	If Document Tolerance checking is enabled, the system displays the **Document Tolerance Status** field. Values are: *Valid:* The voucher has passed document tolerance checking. *Not Chk'd* (not checked): The voucher requires document tolerance checking. If any amounts, quantities, or ChartFields are modified after the document tolerance is checked, the system resets the document tolerance status to *Not Checked.* *Error:* Exceptions were generated for the voucher during document tolerance checking. Click the link to access the Document Tolerance page, and override document tolerance exceptions. See Understanding Document Tolerances.
Budget Status and **Budget Misc Status** (budget miscellaneous status)	Displays the budget checking status of the voucher total amount and nonprorated miscellaneous charges, respectively, if you are using Commitment Control. Values include: *Error:* When this value appears, the **Budget Check Exception** link also appears. Click the link to access one of the following two exception pages and review the error: • When budget header status is in error, the link accesses the Voucher Exceptions page. • When the budget miscellaneous status is in error, the link accesses the Voucher (NP) Exceptions (voucher nonprorated exceptions) page. *Not Chk'd* (not budget checked). *Valid.* See Understanding the Commitment Control Feature in PeopleSoft Payables.
Voucher Source	Indicates the source that is used to create this voucher. See Understanding Voucher Build Processing.
Origin	Displays the voucher origin. See Understanding Voucher Origins and Control Groups.
ERS Type	Indicates the source for the ERS (evaluated receipt settlement) voucher. See ERS Vouchers.
Close Status	Displays the status of the voucher, *Closed* or *Open.*
Comments	Click to open the Voucher Comments page and view the comments entered at the time of closing the voucher. See Close Voucher Page

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Field or Control	Description
View Related	Select from the following values and click **Go** to view related invoice information. The system opens the inquiry pages in new browser windows, so you can review both the invoice and the related information at the same time. *Accounting Entries Inquiry:* Select to access the Voucher Accounting Entries inquiry page and view accounting entries for posted vouchers. If a voucher has not yet been posted, the page does not display accounting entries. *Payment Inquiry:* Select to access the Payment Inquiry page and search for related payments. *Purchase Order Inquiry:* Select to access the Purchase Order Inquiry page and search for related purchase orders. *Voucher Document Status:* Select to access the Voucher Document Status inquiry page to view related documents. *Voucher Inquiry:* Select to access the Voucher Inquiry page and search for related vouchers.
Preview Approval	Click the link to open the Approval History page and view the details of the eSettlements voucher approval. This link is available when an eSettlements Voucher using AWE approvals has line level approval enabled and the distribution has not been submitted to workflow yet.

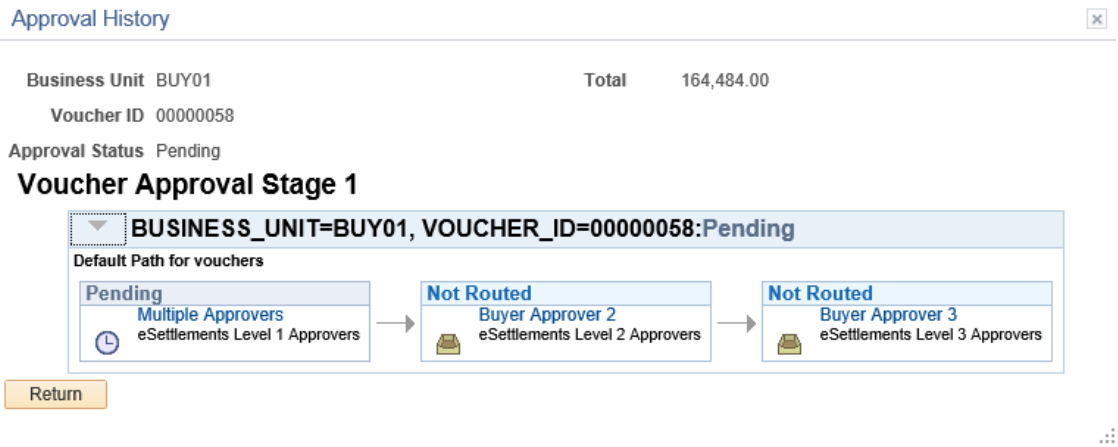
Approval History Page

Use the Approval History page (EMVCHR_APPROVAL_IA) to view the details of the voucher approval, when an eSettlements Voucher using AWE approvals has line level approval enabled and the distribution has not been submitted to workflow yet.

Navigation:

Click the Preview Approval link on the Voucher - Summary page.

This example illustrates the fields and controls on the Approval History page.



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Viewing Related Documents Information

This section discusses how to view related documents information.

Page Used to View Related Documents Information

Page Name	Definition Name	Usage
Voucher - Related Documents Page	AP_RELATED_DOC	View related document information, including payment details, purchase order information, receiver information, and voucher adjustment details. You can access further detail information from this page.

Voucher - Related Documents Page

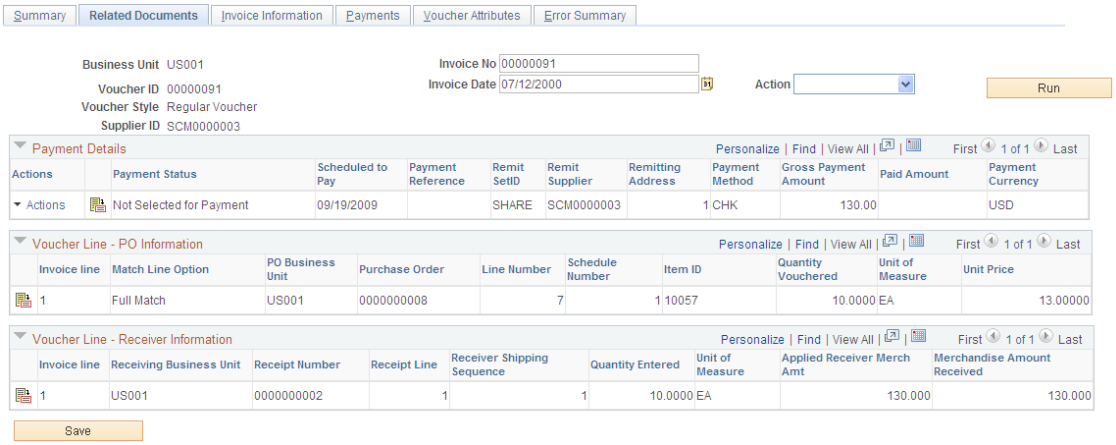
Use the Voucher - Related Documents page (AP_RELATED_DOC) to view related document information, including payment details, purchase order information, receiver information, and voucher adjustment details.

You can access further detail information from this page.

Navigation:

Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **Regular Entry**, and then **Related Documents**

This example illustrates the fields and controls on the Voucher - Related Documents page. You can find definitions for the fields and controls later on this page.



The Voucher - Related Documents page appears when you save the voucher. It displays related payment, purchase order, receiver, and adjustment information. The system:

- Displays PO information when you copy from the purchase order or purchase order receipt.

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- Displays receiver information when you copy from the purchase order receipt or associate the receiver with the voucher.
- Displays voucher adjustment information when you create an adjustment voucher that is related to this voucher.
- Displays payment request information when you create a payment request that is related to this voucher.

The **Action** field and **Print Invoice** button appear on this page as well as other pages in the Voucher component. These fields are discussed in detail in a previous section.

See Invoice Information Page.

Payment Details

Displays payment information, including the status, scheduled pay date, payment method, and paid amount.

Field or Control	Description
	Click to access the Voucher - Payments page to view additional payment details.
Payment Reference	Displays the payment reference number when the voucher is paid.
Remit Supplier	Displays the remit supplier number. Click the **View Related Links** icon to access additional supplier information.

Voucher Line - PO Information

Displays purchase order information for a voucher line, including match option, purchase order number, item ID, quantity, unit of measure, and unit price.

Field or Control	Description
	Click to access the Purchase Order Inquiry - Purchase Order page to view additional purchase order details.
Invoice Line	Click to access the Voucher - Invoice Information page to view additional voucher line details.

Voucher Line - Receiver Information

Displays receiver information for a voucher line, including receipt number, quantity entered, and merchandise amount.

Field or Control	Description
	Click to access the Receipts page to view additional receipt details.
Invoice Line	Click to access the Voucher - Invoice Information page to view additional voucher line details.

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Voucher Adjustments

Displays adjustment information, including the related voucher ID and whether it is a debit memo adjustment.

Field or Control	Description
	Click to access the Voucher - Invoice Information page for the adjustment voucher to view additional voucher details.

Payment Request

Displays payment request information, including the request ID, date and time entered, date and time updated, and description.

Field or Control	Description
	Click to access the Payment Request - Review page to review the details of the payment request. **Note:** This section is displayed only if the Voucher Source is Payment Request.

Viewing Voucher Error Information

PeopleSoft Payables logs errors for any vouchers in recycle status, regardless of whether you entered the voucher online or built it through the Voucher Build process, and lists them on the Error Summary page in the voucher component. To find vouchers with errors, enter *Recycle* in the **Entry Status** field on the add search page. You can also use the Voucher Maintenance (VCHR_CORRECTION) component to review and correct voucher errors and the Voucher Mass Maintenance (VCHR_MASS_MAINT) component to correct batches of vouchers that share the same error. These components are designed expressly for voucher error review or modification.

This section discusses how to view voucher errors using the Voucher component.

Voucher - Error Summary Page

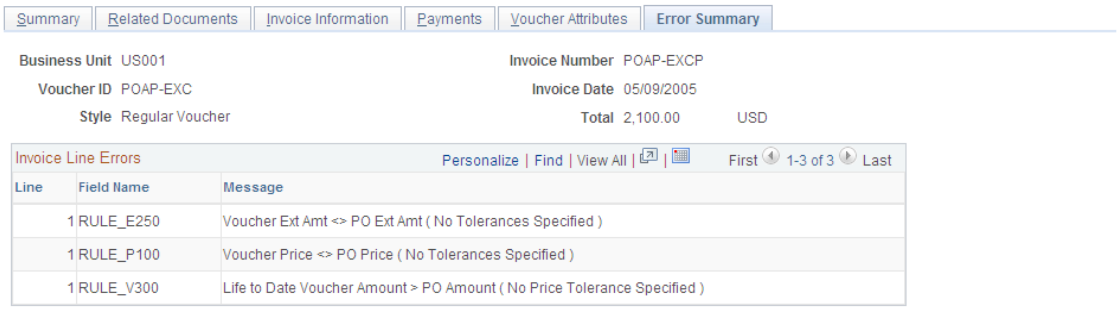
Use the Voucher - Error Summary page (VCHR_ERRORSMMRY_PG) to view any Voucher Build processing errors, matching errors, duplicate invoices, and out-of-balance and combination edit errors on the voucher.

Navigation:

Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **Regular Entry**, and then **Error Summary**

This example illustrates the fields and controls on the Voucher - Error Summary page. You can find definitions for the fields and controls later on this page.

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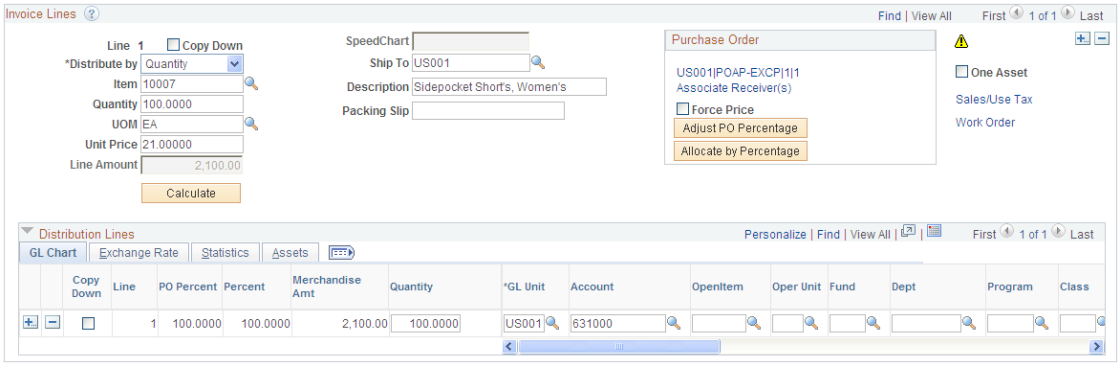
> **Note**
>
> Five different scroll areas can appear on this page: **Header Errors, Miscellaneous Charge Errors, Invoice Line Errors, Distribution Line Errors,** and **Scheduled Payment Errors.** Only scroll areas that contain errors appear.

Field or Control	Description
Field Name	Displays the field where the error occurred.
Message	Displays an explanation of the error.

Viewing Voucher Errors from the Invoice Information Page and Payments Page

You can also view voucher errors directly from the Invoice Information page and the Payments page.

This example illustrates the fields and controls on the Invoice Lines group box on the Invoice Information page, showing the Go to Review Errors icon. You can find definitions for the fields and controls later on this page.



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Field or Control	Description
	Click the **Go to Review Errors** icon to view a description of a voucher error: • For voucher header errors, this icon appears next to the **Voucher ID** field on the Invoice Information page header, and takes you to the Header Errors for Business Unit *x*, Voucher *y* page, where you can view a description of the voucher header error. • For miscellaneous charge errors, this icon appears next to the **Misc Charge Amount** field, and takes you to the Miscellaneous Charges Errors for Business Unit *x*, Voucher *y* page, where you can view a description of the miscellaneous charge errors. • For voucher line errors, this icon appears in the **Invoice Lines** group box, and takes you to the Errors for Voucher Line *x* page, where you can view a description of the voucher line errors. • For errors on the voucher distribution lines, this icon appears in the **Distribution Lines** grid, and takes you to the Errors for Distribution Line *x* in Voucher Line *y* page, where you can view a description of the errors. • For scheduled payment errors, this icon appears on the Voucher - Payments page, and takes you to the Errors for Scheduled Payment *x* page, where you can view a description of the scheduled payment errors.

Viewing Voucher Approval Summary Information

If you use the Approval Framework for approvals, users with access can view summary approval information in the Voucher component. You can further drill down and see the status of specific reviewers and approvers.

Page Used to View Voucher Approval Summary Information

Page Name	Definition Name	Usage
Approval Summary Page	VCHR_APPROVAL_IA2	View a graphical summary of the approval process. This page only appears after submitting a voucher for approval in the Approval Framework. An email is generated with Line Details included and sent to the user. See Invoice Information Page

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Running On-Demand Voucher Processes as a Batch Request

If your user ID has access to the appropriate on-demand process group, you can process a voucher on demand, directly from the Invoice Information page, after you save the voucher. You also can run on-demand voucher processes from a batch request page. The advantage of this option over regular batch processing is that you can run a sequential group of processes on a batch of vouchers without having to enter multiple batch requests.

This section discusses how to run batch on-demand voucher processes.

Page Used to Run On-Demand Voucher Processes as a Batch Request

Page Name	Definition Name	Usage
Voucher On-Demand Processes Page	VCHR_STM_RQST	Run on-demand process groups (predefined groups of multiple, sequential voucher processes) for a batch of vouchers.

Related Topics

- Invoice Information Page
  Use the Invoice Information page (VCHR_EXPRESS1) to enter or view invoice information, including invoice header information, nonmerchandise charges, and voucher line and distribution information.

Voucher On-Demand Processes Page

Use the Voucher On-Demand Processes page (VCHR_STM_RQST) to run on-demand process groups (predefined groups of multiple, sequential voucher processes) for a batch of vouchers.

Navigation:

Accounts Payable, and then **Batch Processes**, and then **Vouchers**, and then **Voucher On-Demand Process**

Field or Control	Description
Voucher Process Option	Select from the following values: *Process All Units:* Process all available vouchers in all business units. *Process Business Unit:* Process all available vouchers in a specific business unit, which you enter in the **Business Unit** field. *Process Voucher:* Process a specific voucher, which you enter in the **Voucher** field.
Initiate Entry Event Generator	Select to initiate the FS_EVENTGEN Application Engine process, also called the Entry Event Generator, to generate entry events when you run the on-demand process group. See Understanding Entry Events in PeopleSoft Payables.

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Field or Control	Description
Action	Select one of the following on-demand process groups: • *Journal Gen, Load AM* (POSTAPGLAM). • *Journal Generate* (PST_VCHRGL). • *Voucher Post* (PST_VCHR). • *Voucher Post Load AM* (POSTAPAM). **Note:** The process groups that are available depend on your user ID.

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Entering and Processing Vouchers Online: Specific Voucher Styles

Entering Regular Vouchers

Follow the instructions provided for entering vouchers in the "Entering and Processing Vouchers Online: General Voucher Entry Information" topic. Unless a page element, edit, or process is explicitly described as applying only to another voucher style, you can assume that it applies to the regular voucher style.

See Understanding Voucher Processing and the Voucher Life Cycle.

Entering Adjustment Vouchers

This section provides an overview of adjustment vouchers.

Understanding Adjustment Vouchers

Use adjustment vouchers to adjust existing vouchers or to relate two vouchers to each other. You can manually enter adjustment vouchers or automatically create a debit memo adjustment voucher through the Matching Application Engine process (AP_MATCH). Enter adjustment vouchers to capture credits or to increase the initial voucher.

This section discusses entering adjusting information manually or copying the voucher that you want to adjust into the adjustment voucher. PeopleSoft Payables also provides the use of the Matching process to automatically create debit memos to resolve matching exceptions between the voucher and the purchase orders and receivers.

> **Note**
>
> If you are manually creating a credit memo adjustment for matching exceptions, use the copy function to copy the original voucher into the adjustment voucher. Run the Matching process to properly match the credit memo to the original voucher. This results in the credit memo adjustment voucher having a match status of *Matched.*

Related Topics

- Creating Credit Memo Adjustment Vouchers
  To manually create a credit memo adjustment for matching exceptions:
- Processing Debit Memo Adjustment Vouchers
  This section provides an overview of debit memo processing and discusses how to dispatch debit memo information.

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Pages Used to Enter Adjustment Vouchers

Adjustment vouchers use the same pages as regular vouchers, although the pages contain some different fields, field values, and processing.

See Understanding Voucher Processing and the Voucher Life Cycle.

Creating Adjustment Vouchers

To create adjustment vouchers:

1. Select *Adjustments* in the **Voucher Style** field on the add search page for the Voucher component (VCHR_EXPRESS), and click **Add.**
2. (Optional) On the Invoice Information page, in the **Copy from a Source Document** group box, enter the voucher ID of the voucher that you want to reverse in the **Voucher ID** field, and click the **Copy to Voucher** button to copy the entire voucher.

   These fields appear only for adjustment vouchers.

   > **Note**
   >
   > Source vouchers are regular vouchers and must have the same business unit, supplier SetID, and supplier ID as the adjustment voucher that you are creating.

3. (Optional) To copy individual voucher lines, enter a supplier on the Invoice Information header, and click the **Copy From Worksheet** link in the unlabeled group box above the **Invoice Lines** scroll area.

   This accesses the Voucher Worksheet page, where you can search for and copy voucher lines to your adjustment voucher.

   If you are adjusting a voucher that references a purchase order, you can update the prior quantity and amount matched against the purchase order by selecting the **Reverse Qty/Amt** field on the Voucher Worksheet page. You can also have the Budget Processor restore or liquidate the encumbrance budget by selecting **Adjust Matched Values** on the Voucher Worksheet page.

   Click **Copy to Voucher** to copy selected voucher lines to the adjustment voucher and return to the Invoice Information page.

   > **Note**
   >
   > You can create an adjustment voucher by copying a regular voucher, regardless of the match status on the regular voucher.

   See Voucher Worksheet Page.

4. On the Invoice Information page, whether you use the **Copy to Voucher** button or the Voucher Worksheet page to copy voucher information to the adjustment voucher, the system populates the **Related Voucher** field on the invoice line with the adjusted voucher's voucher ID to link the adjustment voucher lines to the voucher that you are adjusting.

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> **Note**
>
> Copying source vouchers or voucher lines is optional. You can enter an adjustment voucher with no reference to another voucher. In that case, you do not have to enter a related voucher.

5. On the Invoice Information page, enter positive or negative adjustment lines as appropriate.
6. Access additional information for your adjustments on the remaining pages in the Voucher component.

   These pages are the same as those for regular voucher entry.

Related Topics

- Entering Reversal Vouchers
  This section provides an overview of reversal vouchers and discusses how to create reversal vouchers.

Creating Credit Memo Adjustment Vouchers

To manually create a credit memo adjustment for matching exceptions:

1. Place the original voucher on match hold by selecting *Match Dispute* in the **Voucher Match Action** field on the Match Exception Workbench Details page.

   No further match processing is done on this voucher until you change the match status.

   See Match Exception Workbench Details Page.
2. Create an adjustment voucher for the credit memo invoice that you received from your supplier by copying the original voucher on the Voucher component.

   See Creating Adjustment Vouchers.
3. Override the original voucher with a credit memo by selecting *Credit Note* in the **Voucher Match Action** field on the Match Exception Workbench Details page.

   See Match Exception Workbench Details Page.
4. Run the Matching process.

   The Matching process applies the match status of *Matched* and the match type of *Auto - Matched* to the credit memo adjustment voucher if no other match exceptions exist. The Matching process applies the match status of *Matched* and the match type of *Matched With Credit Note* to the original voucher.

   See Initiating the Matching Application Engine Process.

Adjusting Matched Values

If you select the **Adjust Matched Values** check box on the Voucher Worksheet page for any copied voucher lines when you create adjustment vouchers, here is what happens:

- Any adjustment line with the **Adjust Matched Values** check box selected forces the match status of the adjustment vouchers (MATCH_STATUS_VCHR) to be set to *T* for ready, even if the voucher total gross adjustment is negative.
- Adjustment lines have MATCH_LINE_OPT set to *F* for full match.

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A full match adjustment voucher goes through matching, which performs purchase order adjustments for the credit lines and performs regular matching for the positive adjustment lines.

If the check box is labeled **Restore Encumbrance,** then you are in a Commitment Control environment, and a related, unreconciled purchase order exists. If you select it, the system restores or liquidates the encumbrance amount in the budget ledger by the amount of the adjustment. The **Budget Status** field is changed to *Not Checked.*

If the check box is labeled **Adjust Mtch Value/Encumbrance,** then the voucher is subject to matching and Commitment Control, and selecting it causes both the matching status adjustment and the encumbrance restoration to occur.

Related Topics

- Voucher Worksheet Page
  Use the Voucher Worksheet page (VCHR_TP_VCHR_WRK) to select the lines from one or more merchandise vouchers for the third-party voucher that you are entering.

Reversing Quantities or Amounts for Purchase Order Information

If you select the **Reverse Qty/Amt** (reverse quantity/amount) check box on the Voucher Worksheet for any vouchers when you create adjustment vouchers, here is what happens when the copied voucher is related to a purchase order:

1. The Matching process or Voucher Posting Application Engine process (AP_PSTVCHR) verifies that the credit adjustment of a voucher line does not exceed the purchase order schedule line total matched quantity (QTY_MATCHED and AMT_MATCHED in PS_PO_LN_SHIP_MTCH).
2. If the adjustments were to reduce the total purchase order matched quantities or amounts below zero, a system match exception occurs: the RTV/credit adjustments are greater than the purchase order matched quantity or amounts.
3. After the adjustments are validated against purchase order matched quantities or amounts, the following processing occurs:
   a. New rows are inserted into PS_PO_LINE_MATCHED with purchase order, receiver, and voucher line information, as well as credit adjustment values.
   b. PS_PO_LN_SHIP_MTCH is deleted for the same purchase order schedule line that was referenced on the credit voucher line.
   c. An insert is performed to PS_PO_LN_SHIP_MTCH by the addition of the matched quantity and amount for the same purchase order schedule line from PS_PO_LINE_MATCHED.
   d. Purchase order header match status (MATCH_STATUS_PO) for the same purchase order is updated to *P* for partial.

Related Topics

- Voucher Worksheet Page
  Use the Voucher Worksheet page (VCHR_TP_VCHR_WRK) to select the lines from one or more merchandise vouchers for the third-party voucher that you are entering.

Reversing Quantities or Amounts for Receipt Information

If you select the **Reverse Qty/Amt** check box on the Voucher Worksheet for any vouchers when you create adjustment vouchers, here is what happens when the copied voucher is

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related to a receipt. If any receiver information was found on the credit voucher lines, the system also adjusts receiver matched quantities or amounts:

1. The Matching process or the Voucher Posting process verifies the credit adjustment if a voucher line does not exceed the receiver ship line total matched quantity (QTY_MATCHED and AMT_MATCHED in PS_RECV_LN_SHP_MTH).
2. If the adjustments were to reduce the total receiver ship line matched quantities or amounts below zero, a system match exception occurs: RTV/credit adjustments are greater than the receiver ship line matched quantity or amounts.
3. After the adjustments are validated against receiver ship line matched quantities or amounts, the following processing occurs:
   a. New rows are inserted into PS_RECV_VCHR_MTCH with purchase order, receiver, and voucher lines information, as well as credit adjustment values.

      > **Note**
      >
      > If you undo matching for an adjustment voucher, the rows in PS_VCHR_RECV_MTCH are not deleted. The receipt information is still associated with the adjustment voucher.

   b. PS_RECV_LN_SHP_MTH is deleted for the same receiver ship line that was referenced on the credit voucher line.
   c. An insert is performed on PS_RECV_LN_SHP_MTH by the addition of the matched quantity and amount for the same receiver ship line from PS_RECV_VCHR_MTCH.
   d. Receiver header match status (MATCH_STATUS_RECV) for the same receiver is updated to *P* for partial.

Related Topics

- Voucher Worksheet Page
  Use the Voucher Worksheet page (VCHR_TP_VCHR_WRK) to select the lines from one or more merchandise vouchers for the third-party voucher that you are entering.

Modifying Claim Vouchers

This section provides an overview of claim vouchers and the pages used to modify claim vouchers.

Understanding Claim Vouchers

PeopleSoft Payables integrates with the Claims Management feature and PeopleSoft Receivables to process claim vouchers. Claims are used to adjust value-added tax (VAT) accounting entries for the following settlement methods: checks, drafts, electronic funds transfers (EFTs), and direct debits. Claims vouchers are posted but not paid.

Claims are first processed between PeopleSoft Receivables and Claims Management. Claims Management then populates PeopleSoft Payables staging tables (VCHR_HDR_STG, VCHR_LINE_STG and VCHR_DIST_STG) with the claim voucher information for the Voucher Build Application Engine process (AP_VCHRBLD), using the Claims Management Process Claims Application Engine program (PO_PRCSCLAIM). The Voucher Build process performs various edits to ensure that the claim voucher is in compliance (such as verifying that the **VAT Declaration Point** field is set for *Invoice,* and that only one payment schedule exists). If the

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process builds the voucher with a *Recycle* status, the claim appears on the Voucher Build Error component. Correct recycled claims by using the Voucher component. If a pre-edit error exists on this voucher (for example, an invalid supplier), you can access and correct it on the complete worksheet of the quick invoice.

> **Note**
>
> You cannot create or import claim vouchers. They can enter the PeopleSoft Payables system only through Claims Management, which transmits information to the PeopleSoft Payables staging tables.

You can perform the following edits to claim vouchers in the Update/Display mode:

- Edit the VAT amount.
- Adjust the line and distribution line amounts to remain in balance with the total amount.
- Change VAT parameters on the header, line, and distribution line.
- Add additional voucher comments.

> **Warning**
>
> The system populates the **Comments** field with identification information necessary for processing. Do not edit or delete any existing information in this field.

You can approve, close, delete, and archive claims. In addition, the system includes claims in the budget-checking document-sequence numbering processes, per established parameters for the transaction business unit. You can also use the on-demand processing functionality, located on the Voucher component.

When posting claims, the system uses the PeopleSoft Receivables Rebate Control account to post the accounting entries. Review the following example:

Voucher Header: 220 EUR as gross amount and 20 EUR of VAT.

Voucher Line 1: 200 EUR and 20 EUR of VAT, distributed as shown in this table:

Lines	Merchandise	VAT
Distribution 1: Rebate Account 1	60 EUR	6 EUR
Distribution 2: Rebate Account 2	40 EUR	4 EUR
Distribution 3: Rebate Account 3	100 EUR	10 EUR

PeopleSoft Payables posts the following accounting entries:

Account	Debit	Credit
AR Rebate Control		220
Rebate Account 1	60	

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Account	Debit	Credit
Rebate Account 2	40	
Rebate Account 3	100	
VAT Input	20	

With claims, you cannot perform the following functions and processes:

- Association with a purchase order or receipt.
- Application to an advance payment.
- Copying into another voucher style (for example, third-party vouchers, reversal vouchers, and adjustment vouchers).
- Matching.
- Modification on the voucher mass maintenance or voucher maintenance component.
- Unposting.
- Withholding.

In addition, you can view claim information only on these inquiries and reports:

- Rejected Vouchers (VNDR_PAYINQ_RJCT).
- Voucher Accounting Entries (VCHR_ACTG_ENTRIES).
- Voucher Detail Lines Display (AP_VCHR_LN_DET_DSP).
- Voucher Inquiry (AP_VOUCHER_INQUIRY).
- Voucher Register (APY1010)
- Posted Voucher Listing (APY1020).

Related Topics

- Payables Options - Payment Options Page
  Use the Payables Options - Payment Options page (BU_AP_OPT_PYMNT) to specify the default payment terms, payment method, and bank account for the SetID.
- Application Fundamentals: User Preferences – Payables Online Vouchering Page

Pages Used to Modify Claim Vouchers

You modify claim vouchers using the same pages as regular vouchers, although the pages contain some different fields, field values, and processing. Use the Complete Worksheet of the Quick Invoice feature to correct pre-edit errors.

See Understanding Voucher Processing and the Voucher Life Cycle.

See Quick Invoice Page.

Entering Amortization Vouchers

This section provides an overview of amortization vouchers.

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Understanding Amortization Vouchers

Use amortization vouchers to initiate the process of making advance payments by entering relevant amortization information that will be used to manage the schedule of amortization. This not only saves you from having to manually create the accounting entries to amortize payments but also reduces the balance of the prepaid account.

Creating a voucher of the style Amortization is essentially similar to creating a Regular voucher including the functionality such as Copy PO, Withholding, and Multicurrency among others.

Enter amortization details on the Amortization tab, which is available only for Amortization style vouchers. You enter the start and end dates along with a selection of Amortization type. The values you can select are based on the set up on the Amortization Template in PeopleSoft General Ledger.

See PeopleSoft General Ledger: Amortization Template Page

When you save the voucher a Sequential Amortization ID is generated, which is for a GL business unit. After you post the voucher the non-merchandise charges (Miscellaneous, Freight, Sales, and Use Taxes) are prorated to each distribution line amount and the Gross amount will debit from the new account type –Prepaid Asset Account.

> **Note**
>
> The Accounts Payable system supports only prorated non-merchandise charges for Amortization Vouchers.

Pages Used to Create Amortization Vouchers

Amortization vouchers use the same pages as regular vouchers although some fields, field values, and processing are different.

See Understanding Voucher Processing and the Voucher Life Cycle

Creating Amortization Vouchers

To create amortization vouchers:

1. Set up the Amortization Template and define the user authority to enable the selection of Amortization Voucher style on the Application Fundamentals: User Preferences – Payables Online Vouchering Page.
2. Select Amortization in the Voucher Style field on the add search page for the Voucher component (VCHR_EXPRESS), and click Add.

   If you are creating an amortization voucher with Value added tax (VAT), the VAT Recovery amount is posted to a separate account, as the amount is recoverable. However, the VAT Non Recoverable amount will be charged to the Prepaid Asset account and will be amortized.
3. Enter your new distribution lines.
4. Access additional information for your amortization on the remaining pages in the Voucher component. These pages are the same as those for regular voucher entry.
5. Save the voucher.

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6. Post the voucher using the Voucher Posting batch process.

> **Note**
>
> The Accounts Payable system does not support the following implementations when you create Amortization Vouchers:
>
> Creating an amortization voucher with Voucher Build.
>
> Manually creating an Adjustment voucher against an amortization voucher.
>
> Unposting the amortization voucher after it is posted.

> **Note**
>
> Voucher Mass Maintenance supports only Close of Amortization Vouchers.

Related Topics

- PeopleSoft General Ledger: Understanding Expense Amortization

Entering Journal Vouchers

This section provides an overview of journal vouchers and discusses how to create journal vouchers.

Understanding Journal Vouchers

Journal vouchers are used to adjust accounting entries for vouchers that have been posted and paid and for vouchers for which payments have also been posted.

For example, suppose a voucher has been entered using expense account 123000. The voucher has been posted and paid, and the payment has been posted, when you discover that the expense should have used account 456000. To avoid making a manual general ledger entry, which would cause PeopleSoft General Ledger and Payables to get out of sync, and to avoid unposting the voucher, which involves correcting the voucher and then reposting it for payment, you simply enter a journal voucher. On the journal voucher, you reverse the amount to account 123000 and add the amount to account 456000, keeping PeopleSoft General Ledger and Payables in sync. Then you post the journal voucher without having to post a payment.

> **Note**
>
> Only when you use the summary control posting method can you use journal vouchers to correct voucher accounting entries. If the Posting Method is *Detail* and the Chartfield inheritance option is *Always Inherit*, the journal voucher will also adjust the APA entries of the regular voucher.

For vouchers posted by means of the detail offset method, you must use a manual journal entry in the general ledger to correct accounting entries.

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You set up the posting method on the Installation Options - Payables page.

Page Used to Create Journal Vouchers

Page Name	Definition Name	Usage
Invoice Information page – Journal Voucher style	VCHR_EXPRESS1	Adjust accounting entries for vouchers that have been posted and paid, and for vouchers for which payments have also been posted.

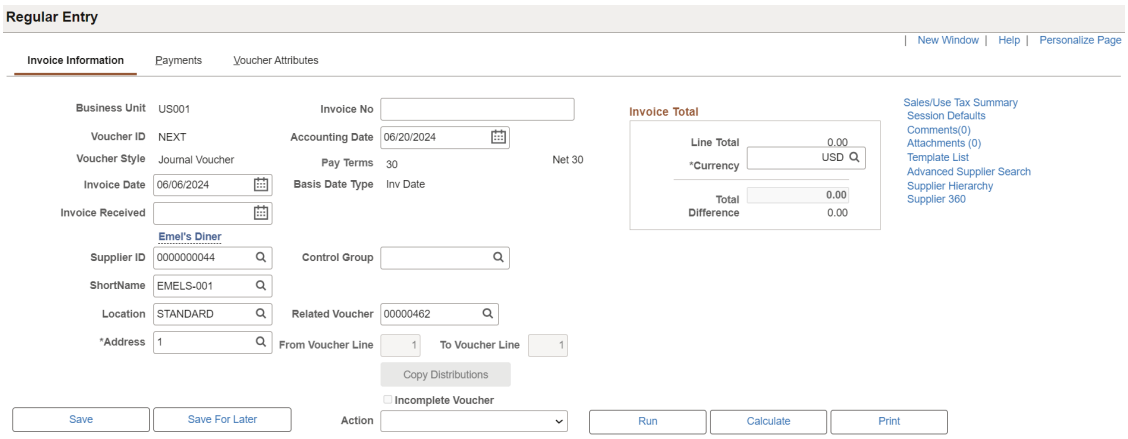
Invoice Information Page – Journal Voucher style

Use the Invoice Information page (Journal Voucher style) to adjust accounting entries for vouchers that have been posted and paid, and for vouchers for which payments have also been posted.

Navigation:

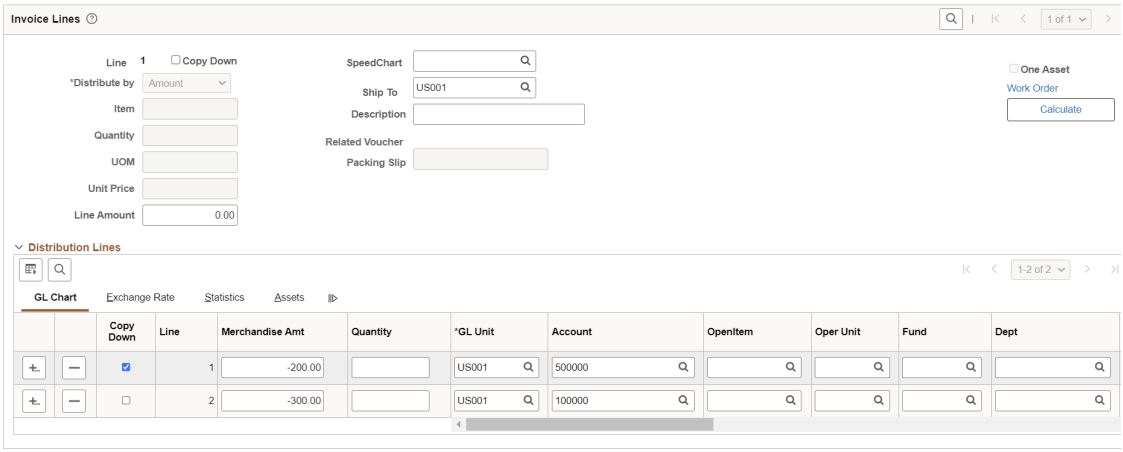
Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **Regular Entry**, and then **Invoice Information**

This example illustrates the fields and controls on the Invoice Information Page – Journal Voucher style (1 of 2).



This example illustrates the fields and controls on the Invoice Information Page – Journal Voucher style (2 of 2).

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Journal vouchers use the same pages as regular vouchers - with the exception of some secondary pages - although some fields, field values, and processing are different.

See Understanding Voucher Processing and the Voucher Life Cycle.

Creating Journal Vouchers

To create a journal voucher:

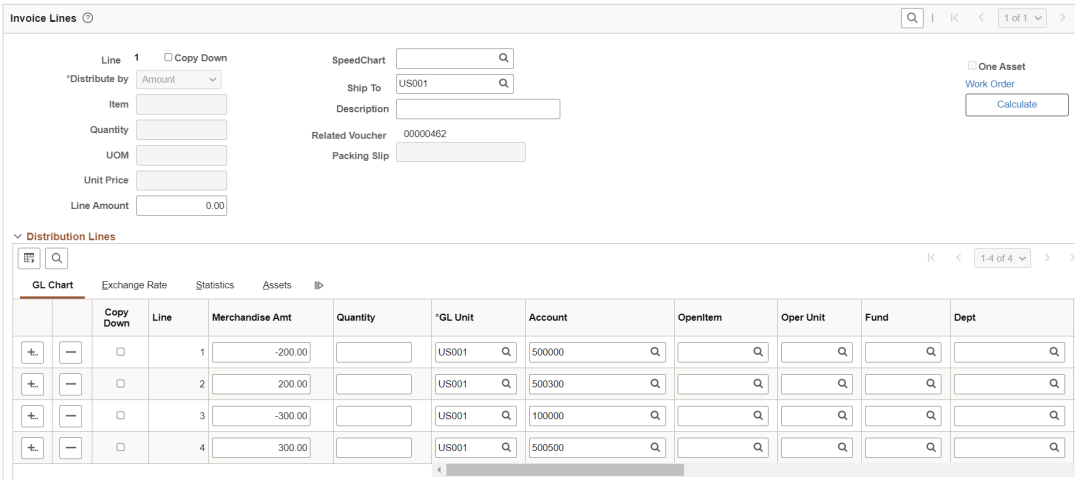
1. Select *Journal Voucher* as the voucher style on the add search page for the Voucher component and click **Add.**
2. Enter the Supplier Name and Supplier Location.
3. Choose *Related Voucher* on the Journal Voucher header page. It will display *From Voucher Line* and *To Voucher Line*. Modify the values for specific voucher line or range of voucher lines or leave both the fields blank. Click *Copy Distributions* button to populate necessary header information, zero amount voucher lines with corresponding distributions of foreign amount and chart fields from the related voucher based on the options. Foreign amount is reversed, that is, Foreign Amount of Related Voucher * -1 for back out of Expense Distribution of related voucher. Copy Down check box is enabled for first distribution line of every zero voucher line. Once copying is complete, *From Voucher Line*, *To Voucher Line*, and *Copy Distributions* button is disabled.
4. Add the new distribution line against the back out line. Enter the same amount with opposite sign of back amount and chart fields for correction.

   OR

   You can also utilize the Copy Down functionality of distribution to copy the distribution amount, GL Business Unit, Account, and Chart fields from back out line. The Distribution amount copied will be opposite sign of back out amount. The user can change Account or Chart fields.

   This example illustrates the fields and controls on the Invoice Information page after adding correction distribution lines

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5. Review the voucher for any other changes of header, line, and distributions. Remove the voucher lines and distributions which are not needed for corrections. Ensure that the distribution amounts are balanced for Zero amount voucher line. Click *Save*. It will perform the edits on the Supplier ID, Supplier Location, Accounting Date, Invoice Date, Transaction Currency, and Related Voucher fields of Journal Voucher page. An error message is displayed if edits are not cleared. *From Voucher Line*, *To Voucher Line*, *Related Voucher*, and *Copy Distribution* button will be disabled after save.
6. When you reopen the Journal Voucher page for editing or from Save for Later, the Related Voucher and Copy Distribution options are disabled for use. The user can modify or enter the additional lines manually.

> **Note**
>
> The Copy Distribution is applicable when you create a new Journal Voucher. It allows you to change the Related Voucher after copying distributions from Related Voucher prior to saving new journal voucher. *From Voucher Line*, *To Voucher Line*, and *Copy Distribution* button are enabled if you change Related Voucher, Supplier ID, Supplier Short Name or Supplier Location.
>
> Related Voucher prompt is restricted for Third Party vouchers created for India GST to pay Custom Duty/GST authorities.
>
> For every use of Copy Distribution, new sets of data are populated and will be overriding the data already created by Copy Distribution or Manually or through Speed Chart/Accounting tag. Warning Message is displayed for overriding of existing data.
>
> It allows manual creation of Journal Voucher with or without linking to Related Voucher either by entering the distributions manually or making use of Speed Chart / Accounting tag to populate distributions. The use of Copy Distribution is not applicable for manual creation of Journal Voucher. The edits on the Supplier ID, Supplier Location, Accounting Date, Invoice Date, and Transaction Currency fields is performed on Save if manually entered journal is linked to Related Voucher.

Entering Prepaid Vouchers

Prepaid vouchers are discussed in the "Processing Prepayments" topics.

See Understanding Prepayment Processing.

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Entering Registered Vouchers

This section provides an overview of registered vouchers and lists prerequisites.

Pages Used to Enter and Complete Registered Vouchers

Page Name	Definition Name	Usage
Invoice Information Page	VCHR_EXPRESS1	Create a registered voucher by entering the voucher using a voucher style of *Register Voucher*.
UnPost Voucher Page	VCHR_UNPST1	View a listing of registered vouchers for unposting. Unpost applicable register vouchers to reverse the entry against the suspense account.
Registered Voucher Listing Page	RUN_APYVR_LC	Define run parameters for the Registered Voucher Listing report (APYCR_LC). Use this report to review all registered vouchers that have not been completed—that is, those that have been posted but not unposted so that the distribution has not been adjusted to reflect the correct ChartField distribution. See UnPost Voucher Page
Complete Register Voucher - Invoice Information Page	VCHR_HDR_CMP	Complete registered vouchers. This page has most of the same fields as the Voucher - Invoice Information page. The remainder of the Complete Register Voucher component is identical to the Voucher component. See Completing Registered Vouchers

Understanding Registered Vouchers

Generally, the practice of registering a voucher is required for goods or services that are purchased without generating a purchase order, in which case payment authorization is required. In the case of a good or services that are VAT-applicable, for example, you may need to report the VAT amounts on the correct month's VAT report before you receive distribution line information. Registered vouchers enable you to do this.

You register a voucher in the system when it is received, not when the account distribution is known. You record it against a suspense account for tracking purposes and send it to the approval officer. When accounting entries for the registered voucher have been generated and posted, the accounting transactions are created. By registering the voucher, you post the payables accrual, any tax, and any other nonmerchandise charges as early as possible in the processing cycle.

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When the approval officer has authorized the voucher and provided you with the ChartFields, you unpost the voucher and use the Complete Register Voucher component (VCHR_CMPL_UNPST_LC) to enter the correct voucher costing details. The system generates entries to reverse the suspense account and to charge the appropriate expense account.

Prerequisites

You must define a Voucher Registration suspense account on the Accounting Entry Template page.

See Application Fundamentals: Accounting Entry Template Page.

Creating Registered Vouchers

To create a registered voucher:

1. Select *Register Voucher* as the voucher style on the add search page for the Voucher component and click **Add.**
2. Enter the appropriate information for the registered voucher.

   The **Account** field on the distribution lines is prepopulated with the Voucher Registration suspense account from the accounting entry template. You can override this value.

   > **Note**
   >
   > If you are creating a registered a voucher for a supplier that requires matching, you must disable matching on the Voucher Attributes page.

   > **Note**
   >
   > The VAT declaration point for a registered voucher is usually at *Invoice. Acctg Date* (accounting date) is also appropriate to use for the VAT declaration point.

3. Save the voucher.
4. Use the on-demand or batch processing functionality to process the registered voucher.
   - Select to run the *Voucher Post* or *Journal Generator* process on demand from the **Action** field.
   - Click **Yes** at the prompt to run the process in the active window.
   - Click **No** to run the process in the background; a new window appears when the process is complete.
   - Post the voucher using the Voucher Posting batch process.

Related Topics

- Understanding Voucher Processing and the Voucher Life Cycle
  After you have set up all your control information, established your PeopleSoft Payables control hierarchy, and entered approved suppliers in the system, you are ready to enter vouchers into the system.

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- Understanding the Voucher Posting and Payment Posting Processes
  The Voucher Posting process creates accounting entries from vouchers. The system uses the accounting entry template and inheritance rules that you set up on the Accounting Entry Template and ChartField Inheritance pages to identify the offset accounts needed to create accounting entries. The entries include the expense distributions entered into the system, as well as additional entries for the payables offset, value-added tax (VAT) expense, nonprorated, nonmerchandise expenses, and closure expenses. These accounting entries are then available for generating general ledger journals, using the Journal Generator Application Engine process (FS_JGEN). Vouchers must be entered, approved, and posted before you can send voucher information to the general ledger.

UnPost Voucher Page

Use the UnPost Voucher page (VCHR_UNPST1) to view a listing of registered vouchers for unposting.

Unpost applicable register vouchers to reverse the entry against the suspense account.

Navigation:

Accounts Payable, and then **Vouchers**, and then **Maintain**, and then **UnPost Voucher**, and then **UnPost Voucher**

Once the authorization officer returns the authorized registered voucher with the correct ChartField distribution, you must unpost the registered voucher to reverse the entry against the suspense account.

Enter *Register Voucher* on the add search page to select only registered vouchers for unposting.

To access the Registered Voucher Listing page, use the navigation: **Accounts Payable**, and then **Reports**, and then **Vouchers**, and then **Registered Voucher**, and then **Registered Voucher Listing**

Related Topics

- Unposting Individual Vouchers
  This section discusses how to unpost vouchers.

Completing Registered Vouchers

To complete a registered voucher:

1. Access the Complete Register Voucher - Invoice Information page for the registered voucher (Accounts Payable, Vouchers, Add/Update, Complete Register Voucher, Invoice Information).

   Only registered vouchers that have been unposted are available for selection.

2. Update the distribution lines to record account distribution as it has been approved on the invoice.

   Because the registered voucher has been unposted, you can modify any other appropriate fields on the voucher as well, using this and the remaining pages in the Complete Register Voucher component. These pages are essentially the same as those in the Voucher component.

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> **Note**
>
> If the registered voucher has been payment-posted, any updates that you make to distribution lines may result in incorrect payment accounting entries. Verify the accounting entries that were created during the Payment Posting Application Engine process (AP_PSTPYMNT) and correct them with a journal entry, if necessary.

3. Save the voucher.

To access the Complete Register Voucher - Invoice Information Page, use the navigation: **Accounts Payable**, and then **Vouchers**, and then **Add/Update**, and then **Complete Register Voucher**, and then **Invoice Information**

> **Important**
>
> After you enter VAT information for a registered voucher on the Voucher component, you cannot edit VAT-related fields using the Complete Register Voucher component. However, you can edit certain fields on registered vouchers. To do this, first unpost the voucher, then access the voucher using the Complete Register Voucher component. To inquire on registered vouchers, use the Complete Register Voucher component or the Scheduled Payment Inquiry page.

Entering Reversal Vouchers

This section provides an overview of reversal vouchers and discusses how to create reversal vouchers.

Understanding Reversal Vouchers

Reversal vouchers enable you to do several things. Primarily, reversal vouchers let you back out incorrect vouchers and start over. Suppose that you inadvertently enter the wrong amount on the voucher or reference the wrong purchase order. Rather than unposting, undoing the match, and closing the voucher, you can simply enter a reversal voucher, and the system does the rest of the work for you. You can even enter a reversal voucher for a voucher that has already been paid.

> **Important**
>
> Normally, you should use the PO voucher close functionality instead of the reversal voucher functionality, because the PO voucher close functionality is more sophisticated and efficient. In general, use the Reversal Voucher feature only when your organization has existing reversal vouchers to manage.

Reversal vouchers also enable you to restore the encumbrance for actuals and budgets and reduce the purchase order's matched quantity or amount. If you are using the Commitment Control feature to check transactions against control budgets, you can use a reversal voucher to reinstate encumbrances, though using the PO voucher close functionality is more efficient.

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If you use Matching and you opt to restore the encumbrance and reduce the purchase order's matched quantity or amount, the Matching process updates the purchase order and the receiver match status changes to *Partial.*

> **Note**
>
> The system provides a warning when you attempt to restore the encumbrance on a voucher that you have partially paid.

Reversal vouchers are similar to adjustment vouchers in all aspects except that:

- Reversal vouchers are designed to correct only a single voucher.
- When you create reversal vouchers by copying from a regular voucher, the freight, miscellaneous, sales tax/use tax, and VAT-related information from the regular voucher is copied to the reversal voucher.
- Reversal vouchers are always credit vouchers.

  All voucher lines and distribution lines of correction vouchers must have the reverse sign of the original voucher, and all voucher lines that reference a purchase order must be less than zero.
- The transaction currency of the reversal voucher must be equal to the source voucher.

> **Note**
>
> The system does not prevent users from reversing the voucher line, distribution line, or quantity and amount more than the original value, and no validation exists to check the reversal voucher gross amount. You can, however, enable security such that only authorized users can add and update reversal vouchers.

When the Commitment Control feature is not enabled, you can close both regular and purchase order-related vouchers using the Voucher Mass Maintenance component, the PO voucher close functionality, or a reversal voucher. Once the vouchers are marked for closure, you must repost them to create the closure entries.

> **Note**
>
> The PO voucher close functionality is integrated with the Voucher Posting process. When you close and post vouchers using this functionality, the Voucher Posting process can activate the Undo Matching process, which unmatches purchase order-related vouchers that meet certain criteria. The Reversal Voucher feature does not have this functionality.

When the Commitment Control feature is enabled, you can create a reversal voucher to close purchase order-related vouchers so that the system can restore the encumbrance. However, using the PO voucher close functionality here is more efficient.

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Related Topics

- Entering Adjustment Vouchers
  This section provides an overview of adjustment vouchers.
- Close Voucher Page
  Use the Close Voucher page (VCHR_CLOSE1) to mark a voucher for closure by the Voucher Posting process.

Pages Used to Enter Reversal Vouchers

Reversal vouchers use the same pages as regular vouchers, although the pages contain some different fields, field values, and processing.

See Understanding Voucher Processing and the Voucher Life Cycle.

Creating Reversal Vouchers

To create a reversal voucher:

1. Select *Reversal Voucher* as the voucher style on the add search page for the Voucher component and click **Add.**
2. Enter the voucher ID of the voucher that you want to reverse and select Reverse Voucher check box.

   This field is located on the Invoice Information page in the **Copy From Source Document** group box.

   > **Note**
   >
   > Source vouchers must have the same business unit, supplier SetID, and supplier ID as the reversal voucher that you are creating. They must also be successfully budget checked and matched.

   You also can:

   - Select the **Reverse Remaining Vchr Balance** (reverse remaining voucher) check box to reverse the remaining voucher balance.

     This field is used with partially paid vouchers. For example, suppose a voucher of 1000.00 EUR is to be paid in two installments of 700.00 EUR and 300.00 EUR, and the first installment has been paid. By selecting the **Reverse Remaining Vchr Balance** check box, you reverse the remaining 300.00 EUR. This is similar to closing the remaining balance; however, it also reverses the related encumbrance, unmatches the voucher, and so on.

     If you do not select the **Reverse Remaining Vchr Balance** check box, the system reverses the entire voucher.
   - If the voucher that you are reversing references a purchase order, and you are using Commitment Control, select the **Adjust PO Amounts/Encumbrances** check box to restore the encumbrance.
3. Click the **Copy to Voucher** button.

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> **Note**
>
> This is for Federal G-Invoicing EZ Reversal Vouchers only.
>
> Upon clicking the Copy to Voucher button, source EZ regular voucher data will be copied to the Reversal Voucher, and a Related Voucher number will also be automatically populated. Click the **G-Invoicing** link to view the EZ Number, GTC Number, Performance Date, Transaction Date, and Reject By Date, along with Preparer Name, Email, and Phone number. On the G-Invoicing page, select the Reversed EZ Number and enter Authorized Name, Email, and Phone number.
>
> If you want to reject the EZ invoice from PeopleSoft, first create a regular voucher and then create a Reversal Voucher without Reversed EZ Number. Push the voucher details to the G-Invoicing system to create the rejected EZ invoice using the G-Invoicing Push EZ Invoices Page.
>
> For more information on various scenarios of creating reversal vouchers, see Creating G-Invoicing 7600EZ Reversal Vouchers.

4. Save the reversal voucher.

   When you save the reversal voucher, the system automatically populates the **Related Voucher** field (in the Invoice Lines region) with the original voucher ID.

5. (Optional) Run the Budget Processor and Matching processes.

   If you have enabled Commitment Control or matching, you must run these processes after creating reversal vouchers.

> **Note**
>
> The reversal voucher goes through the Pay Cycle Application Engine process (AP_APY2015) as a credit memo. The offset is settled during payment creation. The referenced voucher and the reversal voucher zero out.
>
> If you use reversal vouchers to close a voucher, the system does not create closure entries for the original voucher. The reversal voucher entries should be sufficient for accounting purposes.

Entering Single Payment Vouchers

This section provides an overview of single payment vouchers and lists prerequisites.

Pages Used to Enter Single Payment Vouchers

Page Name	Definition Name	Usage
Voucher - Single Payment Supplier Page	VCHR_VNDR_INFO	Create a voucher for a payment to a one-time supplier, such as a rebate or refund recipient, without having to create and store the supplier in the system.

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Page Name	Definition Name	Usage
Supplier Bank Page	VCHR_VNDR_BANK_SEC	Enter bank account information for a single payment supplier. See Voucher - Single Payment Supplier Page
Supplier Bank Address Page	VCHR_VNDR_BANK_ADR	Enter bank address information for a single payment supplier. See Voucher - Single Payment Supplier Page
Transfer to EFT Options Page (transfer to electronic funds transfer options)	VCHR_VNDR_EFT_SEC	Enter EFT and intermediary bank routing information for a single payment supplier. See Voucher - Single Payment Supplier Page

Understanding Single Payment Vouchers

When you must make a payment for a one-time supplier without having to create and store the supplier in the system—such as when you want to pay a rebate or refund—you can create a single payment supplier voucher. The system uses the settings that you establish for the single payment supplier to supply default information such as payment terms and taxes onto the voucher.

These are the basic setup and processing steps:

1. Set up a single payment supplier as a master supplier ID in the Supplier Information component (VNDR_ID).
2. Specify the default single payment supplier ID for your business unit on the Payables Options - Voucher Options 1 page.
3. Enable single payment supplier processing for users on the Define User Preferences - Payables Online Vouchering page.
4. Select a voucher style of *Single Payment Voucher* and enter the single payment supplier ID in the **Supplier ID** field on the add search page when you enter the Voucher component.

> **Note**
>
> If financial sanctions validation is enabled at the installation level, the system validates the supplier upon saving the voucher. If financial sanctions validation is enabled at the bank level, the system validates the supplier upon saving the voucher only if you specify a bank for the remit supplier and the bank requires financial sanctions validation. If the system determines that the supplier has a potential match on a financial sanctions list, you can save the voucher and put the payment on hold, save the voucher and not put the payment on hold, or not save the voucher.
>
> The system does not update the single payment supplier's financial sanctions status on the Supplier Information component, because it is only a template for single payment suppliers.

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See PeopleSoft Source to Settle Common Information: Understanding Financial Sanctions Validation.

5. Enter the supplier details on the Single Payment Supplier page.
6. Complete the voucher using the Invoice Information, Payments, and Voucher Attributes pages.

Single payment supplier vouchers have some restrictions:

- No prepayment.
- No receivables/payables netting.
- No copying from a source.
- No withholding.
- No matching.
- No document tolerance checking.
- Only one payment schedule per voucher.
- Amount must be positive.
- No late charge calculation, but discount evaluation is supported.
- You cannot apply single payment supplier vouchers to manual payments using the manual payment worksheet, but you can use the Voucher component to record a manual payment to single payment supplier.
- (USF) Checks are the only payment method available for U.S. Federal agencies.
- (JPN) No bank load or alternate character enabled functionality.

> **Note**
>
> PeopleSoft Payables do not validate single payment vouchers against a Specially Designated Nationals (SDN) list provided by the Office of Foreign Assets Control (OFAC).

Related Topics

- Application Fundamentals: User Preferences – Payables Online Vouchering Page
- Payables Options - Vouchering Options 1 Page
  Use the Payables Options - Vouchering Options 1 page (BU_AP_OPT_VCHR1) to enter the voucher approval rules, currencies, and single payment supplier for the SetID.

Prerequisites

To set up your system to create vouchers for single payment suppliers:

- Perform all setup required for regular vouchers.
- Enable single payment voucher processing in the user preferences for your user ID.
- Set up a single payment supplier to use as a blank master supplier ID.
- Set up the default single payment supplier ID for your business units.

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Related Topics

- Application Fundamentals: User Preferences – Payables Online Vouchering Page
- Payables Options - Vouchering Options 1 Page
  Use the Payables Options - Vouchering Options 1 page (BU_AP_OPT_VCHR1) to enter the voucher approval rules, currencies, and single payment supplier for the SetID.

Voucher - Single Payment Supplier Page

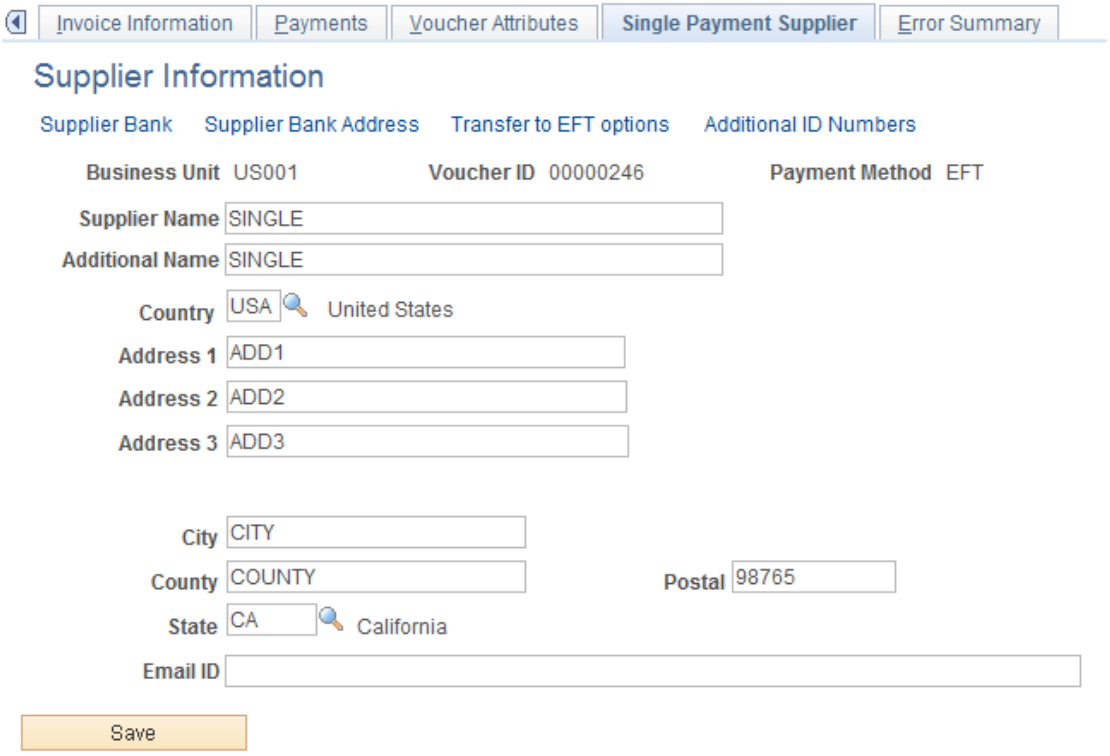
Use the Voucher - Single Payment Supplier page (VCHR_VNDR_INFO) to create a voucher for a payment to a one-time supplier, such as a rebate or refund recipient, without having to create and store the supplier in the system.

Navigation:

Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **Regular Entry**

You must select a voucher style of *Single Payment Voucher* and enter a single payment supplier ID on the add search page.

This example illustrates the fields and controls on the Voucher - Single Payment Supplier page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Supplier Bank	Click to access the Supplier Bank page, where you can enter the supplier's bank account information.

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Field or Control	Description
Supplier Bank Address	Click to access the Supplier Bank Address page, where you can enter the supplier's bank address information.
Transfer to EFT Options (transfer to electronic funds transfer options)	Click to access the Transfer to EFT Options page, where you can enter EFT and intermediary bank routing information. This link is available only if you have selected an EFT payment method on the Voucher - Payments page. (USF) EFT payments to single payment suppliers are not available for U.S. Federal agencies.
Additional ID Numbers	Click to access the Additional ID Numbers page, where you can enter the standard ID qualifier and ID number. This link is available only if the payment is through Financial Gateway.

> **Note**
>
> Single Payment Voucher data can be uploaded to staging records using the delivered ExcelToCI. When connecting the ExcelToCI to the database, utilize the delivered Component Interface AP_SGLP_CI to create the necessary staging record structure. Voucher Style must be SGLP and Voucher Source must be XML. Once the data has been staged and submitted successfully from the ExcelToCI, run Voucher Build with the source of XML Invoice to create single payment vouchers.

See *PeopleTools: Component Interfaces*

Completing the Single Payment Voucher

Access the Invoice Information, Payments, and Voucher Attributes pages to complete the voucher. These pages operate just as they do for regular vouchers, within the restrictions described.

If financial sanctions validation is enabled at the installation level, the system validates the supplier upon saving the voucher. If financial sanctions validation is enabled at the bank level, the system validates the supplier upon saving the voucher only if you specify a bank for the remit supplier and the bank requires financial sanctions validation. The system does not update the single payment supplier's financial sanctions status on the Supplier Information component, because it is only a template for single payment suppliers.

If the system determines that the supplier has a potential match on a financial sanctions list, you can:

- Click *Yes,* which saves the voucher and puts the payment on hold with *Financial Sanctions* as the hold reason.
- Click *No,* which saves the voucher and does not put the payment on hold.

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> **Note**
>
> Selecting this option is similar to clearing the financial sanctions status of the supplier. The system can select this single payment voucher for payment.

- Click *Cancel* which does not save the voucher.

> **Note**
>
> Selecting this option is similar to the supplier having a financial sanctions status of blocked.

See PeopleSoft Source to Settle Common Information: Understanding Financial Sanctions Validation.

Entering Template Vouchers

This section provides an overview of template vouchers and discusses how to create template vouchers.

Understanding Template Vouchers

If you receive multiple similar vouchers from a supplier, you can set up a template voucher to improve data entry efficiency. Use a voucher for a particular supplier as a model for other vouchers that you will enter in the future for that same supplier by creating a template voucher. You can also update this voucher as necessary. A template voucher is never paid or posted; it is used only as a model for other vouchers.

Once you have created and saved the template voucher, it is available for use during the entry of other vouchers for the specific supplier. When you create the new voucher, select *Template* in the **Worksheet Copy Option** field on the Invoice Information page. Click the **Copy from template** link to copy the appropriate invoice header, line, and distribution information from the source template voucher onto the voucher that you are adding.

Related Topics

- Voucher Template Page
  Use the Voucher Template page (VCHR_TEMPLATE) to copy information from a template voucher.

Pages Used to Enter Template Vouchers

Template vouchers use the same pages as regular vouchers, although the pages contain some different fields, field values, and processing.

See Understanding Voucher Processing and the Voucher Life Cycle.

Creating Template Vouchers

To create a template voucher:

1. Select *Template Voucher* as the voucher style on the add search page for the Voucher component and click **Add.**

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2. On the Invoice Information page, enter a **Template ID** and description.

   These fields appear only if you are creating a template ID.

3. (Optional) Click the **Copy PO** button or select the **Worksheet Copy Option** field below the Invoice Information page header to copy information from the appropriate voucher, purchase order, receiver, or other template.

4. Enter the remaining information for the template voucher that you are creating, using the Invoice Information and remaining Voucher component pages.

5. Save the voucher.

Entering Third-Party Vouchers

This section provides an overview of third-party vouchers and discusses how to create third-party vouchers.

Understanding Third-Party Vouchers

PeopleSoft Payables supports third-party vouchers, which are invoices that you receive that contain charges other than merchandise charges. No charges for merchandise are on these invoices. The merchandise is billed separately on another invoice. Typically, these types of invoices occur for:

- Freight charges.
- Miscellaneous charges, such as insurance.
- VAT-only invoices.
- (IND) Customs duty (India only).

By using third-party vouchers for these types of invoices, you can link the charges on the invoices to a merchandise invoice and prorate them across the voucher lines of the merchandise invoice. Linking these freight and miscellaneous charges to the merchandise invoice enables the system to compute the landed cost for the merchandise.

> **Note**
>
> Oracle recommends that you define a VAT transaction type code for third-party VAT vouchers and that you manually override this value on the third-party voucher to ensure that the third-party voucher can be identified on VAT reports.

Pages Used to Enter Third-Party Vouchers

Third-party vouchers use the same pages as regular vouchers, although the pages contain some different fields, field values, and processing.

See Understanding Voucher Processing and the Voucher Life Cycle.

Creating Third-Party Vouchers

To enter third-party vouchers:

1. Select *Third Party Voucher* as the voucher style on the add search page for the Voucher component and click **Add.**

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2. Either on the add page or the Invoice Information page, enter the supplier that is to be paid.

   This supplier cannot be the same as the supplier for the source document that you copy in the next step.

3. Click the **Copy PO** button or use the **Worksheet Copy Option** field below the Invoice Information page header to copy information from the appropriate voucher, purchase order, or receiver.

   > **Note**
   >
   > To get vouchered amounts for third-party charges into PeopleSoft Inventory, you must copy these charges from a receiver. Otherwise, the charges will not be picked up by the Landed Cost Extract Application Engine process (LC_EXTRACT).

4. Enter additional voucher lines for the purpose of prorating the third-party charge to the distribution lines.

5. Complete the voucher using the remaining pages in the Voucher component.

Related Topics

- Understanding the Landed Cost Extraction Process
  Landed cost includes all charges associated with getting an inventory item into your warehouse and available for use or sale. These charges may include material, subcontracted services, freight, insurance, duty, taxes, and handling charges. PeopleSoft Payables features a landed cost extraction module that extracts landed cost data from vouchers, purchase orders, and receivers and passes the data to PeopleSoft Cost Management.
- Creating Third-Party Vouchers with Customs Duty
  This section provides an overview of customs duty processing for India and third-party vouchers and discusses how to:
- Copying Source Documents to Create Vouchers Online
  This section provides an overview of source document copy functionality and discusses how to:
- Entering Third-Party, VAT-Only Invoices
  This section provides an overview of how to handle third-party, VAT-only invoices.

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Processing Batch Vouchers

Understanding Voucher Build Processing

PeopleSoft Payables provides the Voucher Build process to build vouchers in batch from various source transactions, including transactions originating from third-party systems.

Due to the scope of the voucher build functionality, PeopleSoft Payables does not deliver all online voucher entry functionality as part of the Voucher Build process. Therefore, not all voucher fields are part of the staging and quick invoice tables.

> **Warning**
>
> If you add voucher fields to the staging or quick invoice tables, you must add the associated logic to the Voucher Build process code line. Also, you must modify non-accounts payable voucher source transactions, for example, procurement card invoices and XML invoices, to account for the new field.

This section discusses:

- Voucher Build process flow.
- Tables that are accessed by the Voucher Build process.
- Voucher Build process errors.

Voucher Build Process Flow

The Voucher Build process comprises two subprocesses, pre-edit and voucher edit. The pre-edit subprocess builds skeleton voucher record sets from limited information that you enter online using the Quick Invoice Entry component (VCHR_QUICK_PNL) or the Summary Invoice Entry component (VCHR_SUMM_PNL), or that it retrieves from other sources. After the pre-edit subprocess builds voucher record sets successfully, it calls the voucher edit subprocess to complete these record sets.

> **Note**
>
> If financial sanctions validation is enabled, the Voucher Build process 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 build vouchers for any supplier with a financial sanctions status of *Review* or *Blocked.* However, the Pay Cycle Application Engine process (AP_APY2015) does not select vouchers for a supplier that has a financial sanctions status of *Review* or *Blocked.* You cannot pay these vouchers until the financial sanctions status of the supplier is set to *Cleared* or *Valid.*

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See Understanding Financial Sanctions Validation.

Pre-Edit Process Flow

The pre-edit subprocess works in the following way:

1. It accesses and retrieves invoice data from the source transaction tables or staging tables, and it uses the data to populate the Voucher Build temporary tables.

   > **Note**
   >
   > The specific source tables and data that the subprocess retrieves depends on the run control selection criteria that you specify on the Voucher Build Request page.
   >
   > Vouchers from prior Voucher Build process instances that have been staged for review and released for processing, as well as vouchers with corrected pre-edit errors, can also be selected for reprocessing and are inserted into the temporary tables with the new transactions.
   >
   > When loading invoices into the Voucher staging tables using an external source (for example: from a legacy or third-party system) any extra spaces at the end of character fields need to be trimmed, otherwise this extra space can cause a voucher edit error and the voucher will be created in a *Recycle* status.

   See Tables That are Accessed by the Voucher Build Process.

2. It performs header error processing by checking for a valid business unit, invoice ID, invoice date, supplier ID, supplier location, address sequence number, and voucher origin.

   The invoice data from some source transactions receive additional error checks.

   See Voucher Build Process Errors.

3. The subprocess verifies that voucher headers have voucher lines and that voucher lines have distribution lines.

   If applicable, the subprocess creates control groups, builds miscellaneous charge records if absent (based on business unit defaults), and creates payment records.

   > **Note**
   >
   > The pre-edit subprocess can create payment schedule records only if payment schedule information such as the bank or a payment message is entered through the source transaction component. Quick invoices and voucher data that is staged to the voucher staging tables enable the entry of payment schedule information. For all other source transaction types, the payment records must be created by the voucher edit subprocess using the PeopleSoft Payables control hierarchy defaults.

4. The subprocess copies purchase order and receiver fields to voucher lines and creates distribution lines, based on either the default voucher build criteria or the voucher build code that is specified in the voucher header.

   This applies when voucher lines reference a purchase order, receiver, packing slip, or bill of lading, and contain no distribution lines.

   If a voucher line has ChartField information and no associated distribution lines, the subprocess creates distribution lines for the voucher line.

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You define voucher build codes in the Voucher Build Criteria component (VCHR_BLD_DEFN).

See Voucher Build Processing Logic for Associating Voucher Lines with Purchase Order and Receiver Lines.

5. It stores successfully built voucher record sets in the voucher build temporary tables and calls the voucher edit subprocess.

   If the skeleton voucher fails any of the header error checks, or if the purchase order and receiver association for a quick invoice, summary invoice, or spreadsheet voucher fails, the subprocess marks the voucher as having a *pre-edit error.* Such errors prevent the vouchers from being processed by the voucher edit subprocess, and the pre-edit subprocess writes these vouchers with pre-edit errors to the quick invoice tables.

   You can review vouchers with pre-edit errors using the Build Errors page and the Voucher Build Error Detail page. From these pages you can link directly to the Quick Invoice Entry component, where you can correct the vouchers and release them for reprocessing.

   Voucher contracts, evaluated receipt settlement (ERS) vouchers, and return to vendor (RTV) vouchers can be designated as *staged for review.* The pre-edit subprocess also writes these to the quick invoice tables instead of passing them to the voucher edit subprocess. You review and release these vouchers for further voucher build processing by using the Quick Invoice Entry component.

Voucher Edit Process Flow

The voucher edit subprocess works in the following way:

1. It loads newly built voucher data from the Voucher Build temporary processing tables to the Voucher Edit work tables.

   If specifically requested on the run control, the voucher edit subprocess also loads any vouchers in the online voucher tables that match the run control criteria. These could be recycled vouchers or vouchers that were modified using the Voucher Mass Maintenance component (VCHR_MASS_MAINT) or the Voucher Maintenance component (VCHR_CORRECTION).

2. It performs the following tasks:

   - Uses the PeopleSoft Payables control hierarchy to determine the default values with which to populate voucher fields that don't contain data.
   - Performs field-level, relational, and balancing edits for the voucher header, voucher line, voucher distribution line, and scheduled payment records.
   - Calculates net payment due dates, discount due dates, and discount amounts according to the payment terms.
   - Prorates freight, miscellaneous charges, sales tax, use tax, value-added tax (VAT), and discounts across distribution lines for applicable voucher lines.
   - Schedules one or more payments according to payment terms and user-entered control data.
   - Voucher Edit process validates the Same Day Layout codes SPSVNDRSDA, SPSTRVLSDA, SPSMISCSDA, PAMVNDRSDA, PAMTRVLSDA, or PAMMISCSDA entered on Voucher build sources for Payment Method EFT with the Payment Schedule Restriction page. The process sets the Vouchers to **Recycle** status if the layout codes does not exists on the Payment schedule Restriction page.
   - Voucher Edit process validates the each payment schedule with the Amount Per Payment limit set on Payment schedule Restriction page for Payment Method EFT and Same Day Layout codes SPSVNDRSDA, SPSTRVLSDA, SPSMISCSDA,

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PAMVNDRSDA, PAMTRVLSDA, or PAMMISCSDA. The process sets the Vouchers to **Recycle** status if Payment exceeds the Amount Per Payment limit.

- Validates the vouchers, assigning document sequencing numbers and updating the status of one-time suppliers, where appropriate.

3. It moves the voucher data from the voucher edit work tables to the online voucher tables.

   At the end of the voucher edit subprocess, error-free vouchers are set to the status *Postable.* Vouchers that are flagged with errors during the voucher edit subprocess are assigned the status *Recycle.* You can inquire on and correct batch-processed vouchers with voucher edit errors by using the Build Errors page, the Voucher Build Error Detail page, the Voucher Maintenance Search component, the Voucher Maintenance component, and the Voucher component.

4. It publishes an XML message with voucher details if you select the **Publish Voucher Messages** option on the Voucher Build page.

   You can notify suppliers that you have received their invoices for any sources transactions. The XML message structure is defined in the message AP_VCHR_MESSAGE_OUT.

Related Topics

- Reviewing Voucher Build Process Errors
  This section provides an overview of voucher build error review and discusses how to review Voucher Build process error details.
- Understanding Debit Memo Processing
  The Matching process calls the Voucher Build Application Engine process (AP_VCHRBLD) to automatically create debit memo adjustment vouchers to resolve matching exceptions between the amount on a voucher and the purchase orders and receivers associated with that voucher. The Matching process determines if a debit memo should be created based on the match rule or rules applied to the voucher.

Tables That are Accessed by the Voucher Build Process

The following table lists the tables that the Voucher Build process accesses for each source transaction:

Source Transactions	Tables Accessed
• PeopleSoft eSettlements self-service invoices. • Summary invoices. • Quick invoices. • XML invoices. • Document Management invoices	Quick invoice tables: • VCHR_HDR_QV • VCHR_LINE_QV • VCHR_DIST_QV • VCHR_PYMT_QV • VCHR_MSCH_QV
• PeopleSoft Billing (interunit) invoices. • Debit memo vouchers. • Electronic data interchange (EDI) invoice transactions. • PeopleSoft Pay/Bill Management transactions. • Procurement card invoices. • PeopleSoft Receivables refunds. • Spreadsheet vouchers. • Voucher enterprise integration point (EIP) transactions.	Voucher staging tables: • VCHR_HDR_STG • VCHR_LINE_STG • VCHR_DIST_STG • VCHR_PYMNT_STG • VCHR_MSCH_STG • VCHR_BANK_STG • VCHR_IBANK_STG • VCHR_VNDR_STG

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Source Transactions	Tables Accessed
Evaluated receipt settlement (ERS) vouchers.	Receiver and purchase order tables: • RECV_HDR • RECV_LN_SHIP • RECV_LN_DISTRIB • PO_HDR • PO_LINE • PO_LINE_SHIP
Return to vendor (RTV) adjustments.	RTV tables: • RTV_HDR • RTV_LN • RTV_LN_DISTRIB • RTV_LN_FEE
Voucher contracts.	Contract staging tables: • CNTRCT_RLS_HDR • CNTRCT_RLS_LN • CNTRCT_RLS_DTL
Purchase order (PO) voucher contracts.	Contract staging tables and PO tables: • CNTRCT_RLS_HDR • CNTRCT_RLS_LN • CNTRCT_RLS_DTL • CNTRCT_EVT_PO • PO_HDR • PO_LINE • PO_LINE_SHIP • PO_LINE_DISTRIB
Consigned inventory items.	• CM_DEPLETE • CM_ACTUAL_COST • RECV_HDR • RECV_LN_SHIP • RECV_LN_DISTRIB • VENDOR_LOC • BUS_UNIT_TBL_IN
• PeopleSoft Lease Administration vouchers. • Vendor Rebate transactions.	Voucher staging tables: • VCHR_HDR_STG • VCHR_LINE_STG • VCHR_DIST_STG • VCHR_PYMT_STG
PeopleSoft Order Management claim transactions.	Voucher staging tables: • VCHR_HDR_STG • VCHR_LINE_STG • VCHR_DIST_STG
Payment Request Vouchers	Payment Request Tables: • PR_REQUEST • PR_LINE • PR_DIST
IPAC Vouchers	IPAC Voucher Staging Tables • AP_IPAC_HDR • IPAC_HDR_STG • AP_IPAC_DETAIL_

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Voucher Build Process Errors

The Voucher Build process can result in pre-edit errors, which are stored in the quick invoice tables, or vouchers in recycle status, which are stored in the online voucher tables.

Pre-edit Errors

Pre-edit errors prohibit the transaction from being processed by voucher edit processing. For example, if the transaction has an invalid supplier ID, the voucher edit subprocess cannot process default values correctly, because supplier ID is part of the PeopleSoft Payables control hierarchy. The following general conditions result in pre-edit errors:

- Invalid business unit.
- Invalid supplier.
- No default location for supplier.
- Blank invoice ID, and auto-assign option is not selected on the run control page.
- No invoice date, and auto-assign option is not selected on the run control page.
- Invalid supplier location (if specified).
- Invalid supplier address (if specified).
- Invalid voucher origin (if specified).
- No association of purchase order or receiver lines with voucher lines, and distribution information is absent.
- No voucher line information.

Recycled Vouchers

Vouchers without pre-edit errors pass to the voucher edit subprocess. The voucher edit subprocess marks any vouchers that fail its edits as *Recycled.* The edits that are performed by the voucher edit process are essentially the same as those that are performed by the Voucher component.

> **Note**
>
> Any voucher validations that you can set up to pass and provide a warning during online voucher entry, such as duplicate invoice checking or sales tax tolerance, pass the voucher edit process without warning.
>
> Any voucher validations that you set up to *reject* an online voucher that fails, such as duplicate invoice checking or ChartField editing, are set to *recycle* by the Voucher Build process. If the Voucher Build process finds duplicate vouchers, it sets both to recycle status.

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> **Note**
>
> Because VAT calculation, rebate, and recovery details for procurement card vouchers are maintained in PeopleSoft Purchasing, procurement card vouchers in a VAT environment can produce Voucher Build process errors. These are reported on the Build Errors and Voucher Build Error Detail pages like other Voucher Build process errors. However, unlike other Voucher Build process errors, you correct procurement card voucher errors using the Reconcile Statement page in PeopleSoft Purchasing.

Related Topics

- Reviewing Voucher Build Process Errors
  This section provides an overview of voucher build error review and discusses how to review Voucher Build process error details.
- Understanding Voucher Processing and the Voucher Life Cycle
  After you have set up all your control information, established your PeopleSoft Payables control hierarchy, and entered approved suppliers in the system, you are ready to enter vouchers into the system.
- PeopleSoft Purchasing: Reconciling Procurement Card Transactions Manually
- Payables Options - Vouchering Options 2 Page
  Use the Payables Options - Vouchering Options 2 page (BU_AP_OPT_VCHR2) to specify the actions that the system takes when it encounters duplicate invoices, incorrect ChartFields, and vouchers with unbalanced lines.

Understanding Voucher Build Source Transactions

The Voucher Build process creates voucher record sets from the following sources:

- Claims Management data.
- Consigned inventory items.
- Customer refunds from PeopleSoft Receivables.
- Debit memo vouchers that were created by the Matching Application Engine process (AP_MATCH).
- EDI-formatted transactions.
- ERS transactions that are based on PO receipts and non-PO receipts.
- Interunit invoices from PeopleSoft Billing.
- Invoices that you enter in the Spreadsheet Voucher worksheet.
- Invoices that you enter in the Summary Invoice Entry component.
- Invoices that you enter in the Quick Invoice Entry component.
- PeopleSoft Pay/Bill Management contractor payment transactions.
- Procurement cards.
- PeopleSoft Lease Administration lease payment data.
- Recurring contract vouchers and PO contract vouchers.
- RTV credit memos.
- Self-Service invoices from PeopleSoft eSettlements.

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- Voucher EIP application messages (including voucher data from PeopleSoft Payroll, Student Administration, and any other sources connected through the Voucher EIP).
- Payment Request Transactions.
- Document Management Transactions (Invoice Imaging interface).
- IPAC Vouchers.
- XML invoices.

These source transactions are discussed in detail in the following sections.

> **Important**
>
> If your organization is not using certain types of source transactions (for example, claim transactions from PeopleSoft Order Management), you should disable the respective applications that you don't have installed on the system on the Installed Products page. Disabling products that you do not have installed on the system improves performance.

Claims Management Data

Use the PeopleSoft Purchasing vendor rebate functionality to create and manage rebate claims with vendors. Then use PeopleSoft Payables to settle the claim vouchers for PeopleSoft Order Management and Receivables.

The PeopleSoft Purchasing Process Claims Application Engine process (PO_PRCSCLAIM) initiates the Claim Settlement Process for AP Application Engine process (PO_CLMSETTLE_AP), which in turn populates the voucher staging tables with claim voucher data for processing by the Voucher Build process.

Related Topics

- Modifying Claim Vouchers
  This section provides an overview of claim vouchers and the pages used to modify claim vouchers.

Consigned Inventory

Consignment inventory is a supply chain management strategy in which you store goods in a business unit without paying the supplier until after the goods are consumed. The Consignment Inventory feature, which enables you to implement this strategy across an entire enterprise, integrates a variety of functions within PeopleSoft Purchasing, Inventory, Production Management, Cost Management, and Payables.

In PeopleSoft Payables, the Voucher Build process creates voucher record sets for consigned items that have been consumed and costed. It does this by:

- Extracting data from the Depletion Accounting Entry table (CM_DEPLETE).
- Selecting rows for which the Voucher Build status is *T* (to be vouchered) or *E* (error).
- Processing these rows according to the processing option that is set for supplier location (using the **Consign Voucher** field on the Supplier Information - Procurement Options page at the supplier location level.

Processing options are:

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Term	Definition
Auto	The Voucher Build process automatically creates vouchers (assuming that no Voucher Build errors occurred).
Manual	The Voucher Build process sets the status of affected data on the Depletion Accounting Entry table to *N* (never to be vouchered). The Voucher Build process does not process these vouchers because, in the case of rows with a Voucher Build status of *M* (manual), usage reports are provided to the supplier, and the invoice is not finalized until an invoice is received from the supplier.
Stage	The Voucher Build process creates vouchers and places them in the quick invoice entry tables for further user review.

When the Voucher Build process finishes processing a row in the Depletion Accounting Entry table by creating or staging a voucher, the process updates the status of that row to *V* (vouchered). If an error occurs during processing, the Voucher Build process changes the status to *E*.

Voucher details come from these sources:

- The price is extracted from the purchase order, or the receipt if no purchase order exists.
- Distribution information is extracted from the distribution lines on the receipt.
- Order detail is extracted from the IN_DEMAND table.

Other voucher data that is extracted from the purchase order or receipt includes:

- Unit of measure (UOM) and UOM conversion rate.

> **Note**
>
> The Depletion Accounting Entry table stores data in the item's standard UOM; the Voucher Build process converts this to the receipt supplier's UOM.

- Invoice ID from the packing slip number that is referenced on the original receiver.
- Supplier and supplier location.
- PeopleSoft Payables business unit.

The CM_ACTUAL_COST table identifies the receipt with the depleted transaction. For the same receiver line or distribution, it is summed for one voucher or distribution line.

The Voucher Build process assigns voucher IDs for each voucher based on the next voucher ID that is available from the PeopleSoft Payables business unit. The process uses the packing slip number on the receiver as the invoice ID. To prevent duplicate invoice IDs, the process increments the ERS_INV_SEQ number field by one each time a packing slip is used as the invoice ID.

Voucher Build pre-edit errors for Consigned Inventory vouchers are logged on the Consigned Inventory Voucher Exceptions page.

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Customer Refunds from PeopleSoft Receivables

PeopleSoft Payables generates refund checks for PeopleSoft Receivables. The Receivables Refund Application Engine process (AR_REFUND) populates the voucher staging tables with refund voucher data for processing by the Voucher Build process.

Related Topics

- PeopleSoft Receivables: Processing Refunds

Debit Memo Vouchers

The Matching process calls the Voucher Build process to automatically create debit memo adjustment vouchers to resolve matching exceptions between the amount on a voucher and the purchase orders and receivers that are associated with that voucher. You can dispatch debit memo information to the supplier using print, phone, fax, email, or electronic data exchange (EDX). The creation of the debit memo voucher requires:

- An agreement with the supplier that allows the adjustment to the voucher.

  You define this agreement on the Supplier component (VNDR_ID).
- A match rule that allows debit memo vouchers.

  Match rules are defined on the Match Rule Type page, the Match Rules page, and the Match Rule Control page.
- The Matching process to be run.

  You can run the Matching process in batch or you can initiate the Matching process from the Match Workbench.

> **Note**
>
> You cannot select debit memos as a voucher build interface from the Voucher Build page. The Matching process calls the Voucher Build process to create the debit memo adjustment vouchers.
>
> When the Voucher Build process is initiated, debit memo adjustment vouchers are handled similarly to other voucher build source transactions.

Related Topics

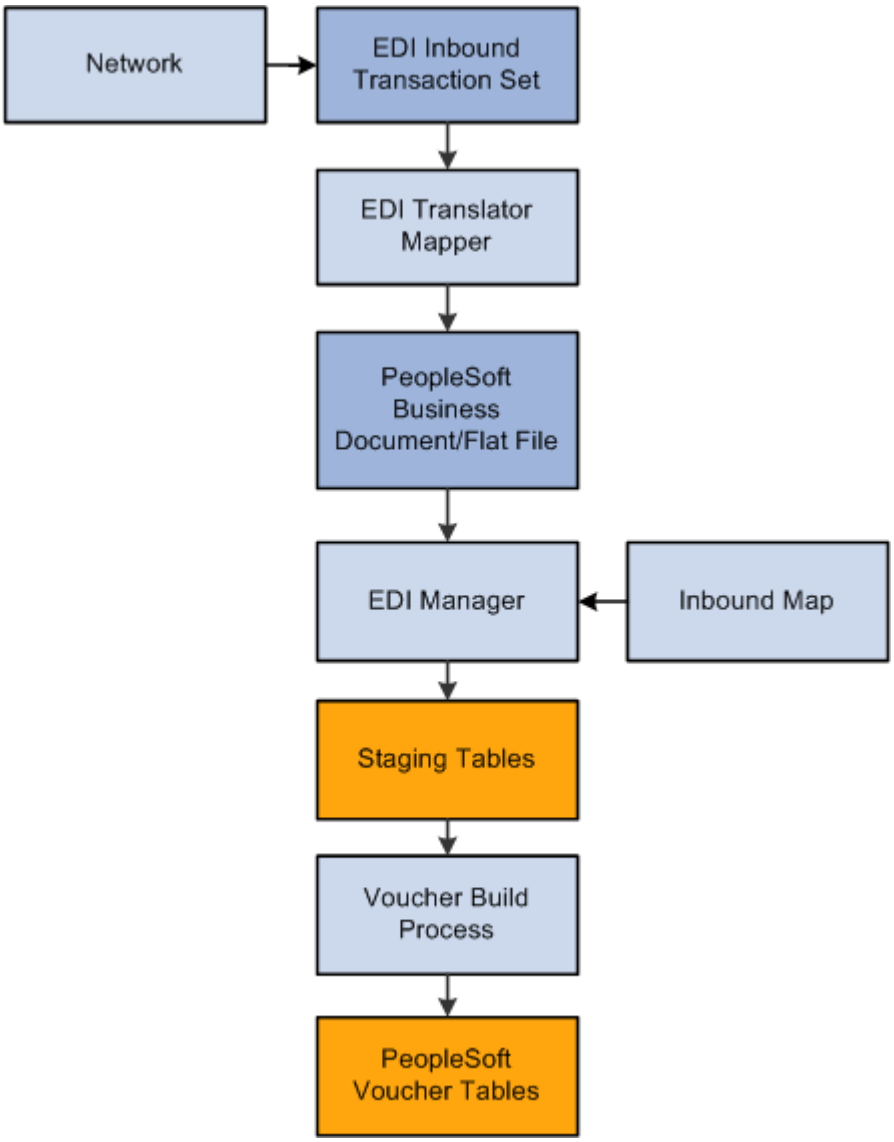
- PeopleSoft Source to Settle Common Information: Establishing Matching and Document Association Options
- Managing Matches and Match Exceptions
  These topics provide an overview of the Match Workbench and discuss how to:
- Processing Debit Memo Adjustment Vouchers
  This section provides an overview of debit memo processing and discusses how to dispatch debit memo information.

EDI Records

The Voucher Build process provides support for data that is connected through EDI.

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This flowchart illustrates how the EDI Manager integrates with the Voucher Build process.



Typically, you use a private value-added network (VAN) to exchange EDI transactions. However, you can also use the internet, a dedicated link, or a sole-source provider.

EDI Transaction Processing

To process EDI transactions:

1. Translate the EDI file.

   The translator converts the EDI transactions into a PeopleSoft business document format. A PeopleSoft business document is a layout that describes the fields—including name, type, length, format, short name, and long name—that make up the EDI file.

   To translate a data file into a PeopleSoft business document, use a translation tool that prepares, parses, and maps the flat file into the PeopleSoft business document format. You can develop this tool yourself, or you can use third-party tools that are readily available.

2. Use EDI Manager to load the business document.

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EDI Manager uses a supplied EDI agent Structured Query Report (SQR) to import the electronic data flat file, translate the data using the PeopleSoft business document layout, and stage the data in the Voucher Staging tables in the PeopleSoft database.

Use the Schedule Inbound EC Agent - Run Control Parameters page in EDI Manager to load the flat file with the invoice data into the staging tables.

3. Confirm that the data loaded into the staging tables successfully.

   Use the Business Document Summary page in EDI Manager to confirm that the status is *Loaded.*

4. Run the Voucher Build process to create voucher records and load them in the Voucher tables.

   Use the outbound AP_VCHR_MESSAGE_OUT EIP that was initiated in the Voucher Build process to send verification messages to the sender.

> **Note**
>
> In addition to delivering the outbound AP_VCHR_MESSAGE_OUT EIP as an application message, PeopleSoft also delivers it as a web service (VoucherOut). Enabling web services is discussed in the *PeopleTools: Integration Broker.*

See *PeopleTools: Integration Broker*

Invoices that are entered into the system through EDI Manager might contain a blank space or the word *Next* in the **Voucher ID** field. The system automatically assigns voucher IDs for these vouchers during the Voucher Build process regardless of whether the PeopleSoft Payables business unit is set up for auto-numbering.

The Voucher Build process assigns match delay days to EDI transactions that require matching based on the PeopleSoft Payables hierarchy, business unit, origin, control group, supplier, and the ability to override on the voucher. If you do not define match delay days on the PeopleSoft Payables hierarchy, the Voucher Build process will not assign match delay days. As an example, if the match delay days are five days, the system adds five days to the entry date to determine the match due date. On the Match Request page, enter a date in the **As of Date** field to work in conjunction with the match due date. The Matching process selects only the vouchers that are ready to be matched as of that date. Match delay days are only applicable to EDI, XML, Document imaging, Spreadsheet vouchers, Online, Quick and Self Service invoices. These types of transactions usually are processed in the system before the lines are received. Using match delay days enables you to wait to include these transactions in the Matching process.

When EDI transactions have been processed, they are deleted from the voucher staging tables. The Voucher Build process places any vouchers that receive pre-edit validation errors in the quick invoice entry tables for review and correction using the Quick Invoice Entry component.

Voucher Build Minimum Data Requirements for EDI

The following lists show the minimum sets of fields that the Voucher Build process requires when you supply the voucher header, voucher line, and distribution line information:

- Voucher header:
  - ROW_ID
  - BUSINESS_UNIT

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  - INVOICE_ID
  - INVOICE_DT
  - VENDOR_ID
  - OPRID
  - GROSS_AMT
- Voucher line:
  - ROW_ID
  - BUSINESS_UNIT
  - MERCHANDISE_AMT
  - VOUCHER_LINE_NUM
- Distribution line:
  - ROW_ID
  - BUSINESS_UNIT
  - VOUCHER_LINE_NUM
  - DISTRIB_LINE_NUM
  - ACCOUNT
  - MERCHANDISE_AMT

The particular fields that are required for any given run of the Voucher Build process can vary depending on the following circumstances:

- When you are trying to associate invoice lines to a purchase order, the supplier ID is optional and the distribution line should be absent.

  The rest of the required fields vary depending on the Voucher Build code.
- When you are trying to associate invoice lines to a receiver, the distribution line should be absent and the rest of the required fields vary depending on the Voucher Build code.

You can build distribution lines from voucher line information without associating purchase order or receiver lines by specifying the general ledger business unit and account, at a minimum, along with any additional ChartField information, on the voucher line.

Related Topics

- Initiating the Matching Application Engine Process
  This topic provides an overview of the matching engine.

ERS Vouchers

The Voucher Build process creates ERS vouchers from procurement receipt records. The receipts must be priced and have extended merchandise amounts.

The Voucher Build process creates ERS vouchers from receipts that reference a purchase order, as well as receipts that do not (non-PO receipts). For non-PO receipts, the process creates ERS vouchers only for receipt lines that have unit prices (priced receipts). These unit prices can be populated online from the item master or supplied by an external receipt load interface module.

To create ERS vouchers, you must identify the supplier location as an ERS supplier and set up the PeopleSoft Payables business unit (on the Payables Definition - Voucher Build page) to

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allow ERS transactions. You establish ERS options on the Procurement Control - ERS Options page, but you can also override them on the Payables Definition - Voucher Build page.

The Voucher Build process creates separate ERS vouchers for each packing slip that is referenced on a single receipt and multiple ERS vouchers from a single receipt, as receipt lines are marked as received. You can either create the ERS voucher invoice date from the receipt date or let the freight terms on the ERS receipt determine whether to use the receipt of the shipment date as the invoice date.

If the same packing slip number is used as the invoice number on multiple ERS vouchers (because an ERS receipt was partially invoiced), the pre-edit subprocess adds an ERS sequence number (ERS_INV_SEQ) to the ERS voucher header. This prevents the Duplicate Invoice Checking feature from rejecting ERS vouchers that have the same packing slip number and have been built from the same receipt.

You can search using packing slip number information on two voucher entry pages:

- Regular voucher entry, on vouchers with an ERS source type.
- Summary Invoice Entry voucher.

> **Note**
>
> Matching does not create ERS vouchers in PeopleSoft Payables. However, on the receiver you can require that ERS vouchers be matched after they pass the voucher edit subprocess. If you do not require matching, the voucher edit subprocess flags the receipts as approved for payment.

Related Topics

- Payables Definition - Voucher Build Page
  Use the Payables Definition - Voucher Build page (BUS_UNIT_TBL_AP3) to specify default options for the Voucher Build Application Engine process (AP_VCHRBLD) for the business unit.
- Procurement Control - ERS Options Page
  Use the Procurement Control - ERS Options (procurement control - evaluated receipt settlement options) page (BUS_UNIT_INTFC5) to enable ERS processing for the general ledger business unit and select the self-billed invoice (SBI) document option.
- Accessing the Voucher Component
  The Voucher component in PeopleSoft Payables uses deferred processing. If you are adding a new voucher, you can use the fields on the add search page for the component to prepopulate the new voucher and reduce the amount of prompting and editing that you need to do on the new voucher. Note also that:

Interunit Invoices from PeopleSoft Billing

The Billing Generate AP Vouchers SQR process (BIGNAP01) initiates the creation of PeopleSoft Payables vouchers for interunit bills. The process takes interunit billing information from the PeopleSoft Billing tables and populates the PeopleSoft Payables voucher staging tables with voucher data for processing by the Voucher Build process.

Related Topics

- PeopleSoft Billing: Running the Generate AP Vouchers Process (BIGNAP01)

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Invoices from Spreadsheet Vouchers

The Spreadsheet Voucher feature provides an offline entry component that you use to enter invoice data. The Voucher Build process handles the defaults and edit processing, similarly to quick invoice processing. PeopleSoft provides you with an Microsoft Excel file that you can use to create multiple voucher entry worksheets.

The Voucher Build process assigns match delay days to XML transactions that require matching based on the PeopleSoft Payables hierarchy, business unit, origin, control group, supplier, and the ability to override on the voucher. As an example, if the match delay days are five days, the system adds five days to the entry date to determine the match due date. If you do not define match delay days on the PeopleSoft Payables hierarchy, the Voucher Build process will not assign match delay days and use the entry date as the match due date. On the Match Request page, enter a date in the **As of Date** field to work in conjunction with the match due date. The Matching process selects only the vouchers that are ready to be matched as of that date. Match delay days are only applicable to EDI, XML, Document imaging, Spreadsheet vouchers, Online, Quick and Self Service invoices. These types of transactions usually are processed in the system before the purchase order lines are received. Using match delay days enables you to wait to include these transactions in the Matching process.

Related Topics

- Initiating the Matching Application Engine Process
  This topic provides an overview of the matching engine.
- Understanding Spreadsheet Vouchers
  This section discusses:

Invoices from Summary Invoices

The Summary Invoice Entry component enables you to enter minimal invoice and purchase order information, such as supplier, PO number, invoice number, invoice date, nonmerchandise amounts, and gross amount, to create a voucher. The Voucher Build process builds the voucher, including the voucher lines and distribution lines, from the selected purchase order and associated receipts.

Related Topics

- Entering Summary Invoices
  This section discusses how to enter summary invoices.

Invoices from Quick Invoice Entry

The Quick Invoice Entry component provides efficient data entry for large volumes of similar invoices or invoices for which you can rely on defaults to complete most of the voucher details. The Quick Invoice Entry component contains minimal online edits; default and edit processing is handled by the Voucher Build process.

The Voucher Build process assigns match delay days to Quick Invoice transactions that require matching based on the PeopleSoft Payables hierarchy, business unit, origin, control group, supplier, and the ability to override on the voucher.

Related Topics

- Understanding Quick Invoices and Summary Invoices
  This section discusses:

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PeopleSoft Pay/Bill Management Transactions

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

Procurement Cards

As a part of the procurement card reconciliation process, PeopleSoft Purchasing stages PCard prepayment voucher and regular voucher data in the voucher staging tables. The Voucher Build process then creates payments and accounting entries for the PCard transactions. You can create both the expense and payment accounting entries from the PCard transactions in PeopleSoft Payables, and you can process PCard transactions against purchase orders.

For purchase order-related transactions, the merchandising supplier is retained on the voucher line to support the matching process, if applicable.

> **Note**
>
> The PCard interface between PeopleSoft Purchasing and Payables supports encumbrance accounting and Commitment Control budget-checking.

> **Note**
>
> Because VAT calculation, rebate, and recovery details for PCard vouchers are maintained in PeopleSoft Purchasing, PCard vouchers in a VAT environment can produce Voucher Build process errors. These are reported on the Build Errors page and the Voucher Build Error Detail page in a similar way as other Voucher Build process errors. However, unlike other Voucher Build process errors, you correct PCard voucher errors using the Reconcile Statement page in PeopleSoft Purchasing.

PCard vouchers are excluded from these Voucher Build process pages:

- Voucher Build (VCHR_BATCH_RQST).
- Voucher Build Application Engine Process (AP_VCHRBLD).

Related Topics

- Voucher Build Process Errors
  The Voucher Build process can result in pre-edit errors, which are stored in the quick invoice tables, or vouchers in recycle status, which are stored in the online voucher tables.
- PeopleSoft Purchasing: Loading Procurement Card Statements to Application Tables

PeopleSoft Lease Administration Data

PeopleSoft Lease Administration generates lease payment information that the Voucher Build process can build into vouchers. The Voucher Build - Staged Voucher Selection process (AP_VB_STGVCH) transmits the lease payment data to voucher staging tables. The process applies PeopleSoft Payables defaulting logic, and then calculates the appropriate VAT and

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sales and use taxes. Though the process can create positive or negative vouchers, it does not create prepayment vouchers.

If the real estate transaction is withholding applicable but the supplier is not configured for withholding, the process generates an exception. You must correct the errors, by defining withholding values for the supplier and the voucher, to continue processing the voucher.

The Voucher Build process also updates the detailed lease payment transactions with the associated voucher ID after this ID has been assigned by the Voucher Build process. PeopleSoft Lease Administration appends a three-digit sequence number to the lease payment number. This number is handled by the system as a voucher ID number, not as an invoice number. Because of this functionality, you must ensure that the **Assign Invoice ID** option is selected for these vouchers so that the system assigns the voucher ID number as the invoice ID number.

Related Topics

- PeopleSoft Lease Administration: Running the Interface to AP/Billing Process

Recurring Voucher Contracts

The Voucher Build process creates vouchers from recurring voucher contracts that were established using the contracts functionality in PeopleSoft Purchasing.

The Voucher Build process controls the release of the vouchers based on the contract release date option that is specified for the PeopleSoft Payables business unit on the Payables Definition - Voucher Build page.

The Voucher Build process selects contract data that is staged to the contract staging tables. In addition to the general Voucher Build edits, the process also ensures that the total gross amount does not exceed the maximum limit for the contract. If the voucher exceeds the limit, the Voucher Build process logs an error in the contract tables and does not process the voucher. When Voucher Build processes the staged contracts, it increases the cumulative total for the contract by the total gross amount for the new vouchers and registers the contract lines by sending data to the CNTRCT_EVT_VCHR table.

The Voucher Build process builds the associated nonmerchandise charge records for miscellaneous, freight, and tax charges that are associated with the recurring contract voucher.

If the contract has some retention amounts, the Voucher Build process creates a voucher with two scheduled payment records, one for the amount to be paid now and one for the retention amount that is created and placed on hold.

PO Voucher Contracts

For recurring PO voucher contracts, which reference purchase orders, the Voucher Build process also accesses the PO tables in addition to the contract staging tables.

Related Topics

- Payables Definition - Voucher Build Page
  Use the Payables Definition - Voucher Build page (BUS_UNIT_TBL_AP3) to specify default options for the Voucher Build Application Engine process (AP_VCHRBLD) for the business unit.
- PeopleSoft Source to Settle Common Information: Understanding Voucher and Order Contracts

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RTV Adjustments

The Voucher Build process creates adjustment vouchers for RTV transactions that are created in Purchasing. If an RTV adjustment does not reference a receipt, it is treated as a nonmatch RTV. Through the PeopleSoft Payables default hierarchy, you can either create automatic adjustments for RTV transactions that require credit memos or pass those transactions to the Quick Invoice Entry tables for review before further processing. You can maintain pending adjustment transactions by adding a reference to supplier credit memo documents or by making other adjustments before having the Voucher Build process turn them into adjustment vouchers. The RTV transactions have a Vendor RTV action code that indicates whether the credit memo should be generated and the nature of the RTV transaction. This table lists the RTV action codes:

Action Code	Description
Issue Credit Only	The supplier issues a credit memo only.
Replace and Invoice	The supplier issues a credit memo and reinvoices for replaced merchandise that was shipped against the original PO schedule. RTV credit vouchers for replacements are deducted from the matched quantities on the PO so that the replacements can be received against the original PO. These deductions occur from the Matching process. All replace and invoice RTV vouchers are created as requiring matching.
Exchange and Invoice	The supplier exchanges for like merchandise, issues credit for the returned merchandise, and reinvoices for the new merchandise against the original PO. A change order is created against the original PO to add the new item that the supplier ships.

Before processing RTV transactions, you must enable RTV credit memo processing for PeopleSoft Payables business units on the Payables Definition - Voucher Build page and specify the voucher adjustment option.

The Voucher Build process accesses the RTV tables to obtain the information that is required to create adjustment vouchers and creates miscellaneous charges for any RTV fees. Sales tax and VAT applicability codes are taken from the original voucher, if they are available. The Voucher Build process accesses the RTV records that require vouchers to be created and assigns the voucher ID number.

When the Voucher Build process creates an RTV credit voucher that must be rematched, the following fields or sets of fields in the Voucher component are unavailable for modification:

- **Advanced Supplier Search.**
- **Invoice Number.**
- **Invoice Date.**
- **Pay Terms.**
- **Supplier.**
- Voucher line amount.

If the RTV credit voucher does not have to be rematched, the **Invoice ID** and **Invoice Date** fields are available for edit.

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The following Voucher component fields or sets of fields are always available for modification, regardless of whether the RTV credit voucher needs to be rematched:

- Voucher header amounts, including freight, miscellaneous, sales and use tax, and VAT, when applicable.
- **Invoice Number.**
- **Invoice Date.**
- Distribution line amounts.

Related Topics

- Payables Definition - Voucher Build Page
  Use the Payables Definition - Voucher Build page (BUS_UNIT_TBL_AP3) to specify default options for the Voucher Build Application Engine process (AP_VCHRBLD) for the business unit.

Self-Service Invoices from PeopleSoft eSettlements

PeopleSoft eSettlements loads self-service invoices to the quick invoice entry tables for processing by the Voucher Build process.

The Voucher Build process assigns match delay days to self-service invoices that require matching based on the PeopleSoft Payables hierarchy, business unit, origin, control group, supplier, and the ability to override on the voucher.

Voucher EIP

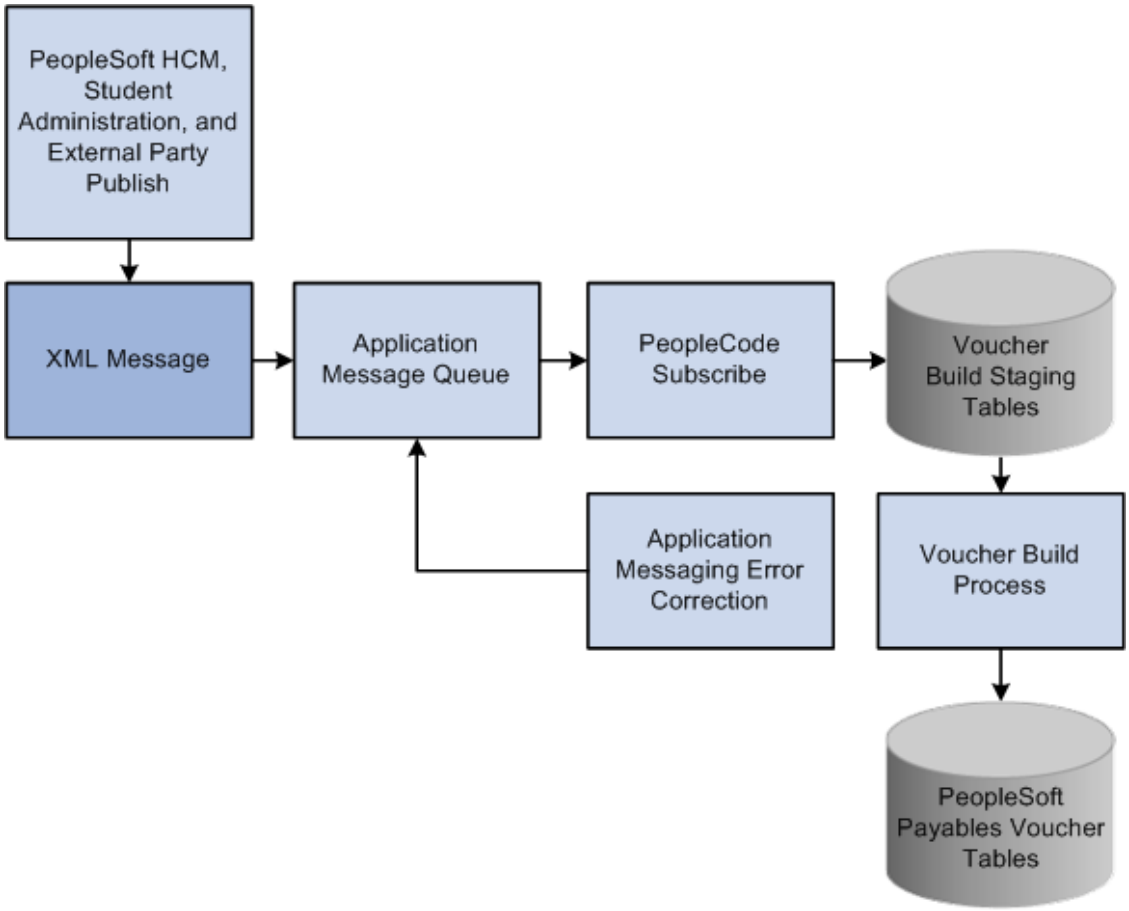
PeopleSoft Payroll, Student Administration, and other external systems can process supplier payments, such as payroll deductions, through PeopleSoft Payables using the inbound Voucher EIP. The Voucher EIP uses Application Messaging and the VOUCHER_BUILD message definition to populate the voucher staging tables with the necessary information for building voucher record sets.

> **Note**
>
> In addition to delivering the inbound VOUCHER_BUILD EIP as an application message, PeopleSoft also delivers it as a web service (Voucher). Enabling web services is discussed in the *PeopleTools: Integration Broker.*

> **Note**
>
> Integration Point (IP) and Enterprise Integration Point (EIP) refer to the same functionality. You might see both used interchangeably.

This flowchart illustrates the VOUCHER_BUILD message subscription process.

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To view the VOUCHER_BUILD application message definition in detail, see the Enterprise Integration Point Catalog.

PeopleSoft Payroll and Student Administration, as well as third-party applications, publish voucher data to the application message, and PeopleSoft Payables subscribes to it. The subscription process transfers the contents of the message to the inbound voucher staging tables. The Voucher Build process then builds voucher records from the staged data and writes them to the PeopleSoft Payables voucher tables.

If external parties send bad data (for example, an invalid business unit) as part of the message, the subscription process flags the message as being in error. You must intervene manually using the application messaging error correction feature to correct the data before the message can be processed successfully. When you save the message after correcting the data, the message status is automatically set to *Reprocess.*

The Voucher Build process assigns voucher IDs if they aren't passed by the application message. When the Voucher Build process finishes processing a staged record, the record is deleted from the staging table.

> **Note**
>
> The subscription process accepts data for new vouchers only. Vouchers that already exist in the PeopleSoft Payables voucher tables must be updated online using the Voucher component or the Voucher Maintenance component.

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> **Note**
>
> You can use the outbound AP_VCHR_MESSAGE_OUT EIP to dispatch voucher and debit memo adjustment voucher information to suppliers.
>
> In addition to delivering the outbound AP_VCHR_MESSAGE_OUT EIP as an application message, PeopleSoft also delivers it as a web service (VoucherOut). Enabling web services is discussed in the *PeopleTools: Integration Broker.*

> **Note**
>
> You use the Supplier EIP to transfer supplier information to PeopleSoft Payables from PeopleSoft Payroll, Student Administration, and other external systems.
>
> In addition to delivering the Supplier EIP as application messages, PeopleSoft also delivers it as a web service (Supplier). Enabling web services is discussed in the *PeopleTools: Integration Broker.*

Related Topics

- Dispatch Debit Memos Page
  Use the Dispatch Debit Memos page (RUN_DBMEMO_DSP) to define run control parameters for the Dispatch Debit Memo Application Engine process (AP_DM_DSP) and the Dispatch Memo Report (APY1100).

XML Invoices

Two ways are available to integrate XML invoices with the Voucher Build process:

- Using XML invoices that are mapped to the VOUCHER_BUILD message definition for integrating with the Voucher Staging tables using Application Messaging.

  This process is also known as the Voucher EIP.

  > **Note**
  >
  > The Spreadsheet Voucher feature uses the Voucher EIP process (VOUCHER_BUILD) to import files to the PeopleSoft systems.

- Using XML invoices that are defined in the Open Applications Group (OAG) standardized format, which are handled in Integration Broker, mapped to the PeopleSoft invoice structures by the Transform OAG to PSFT Invoice Application Engine process (EM_INV_OAG), and connected to the quick invoice tables using the EM_VOUCHER_IN application message definition.

  > **Important**
  >
  > When you are building XML invoices using Integration Broker, the date format must be YYYY/MM/DD, or the subscription process fails.

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The OAG XML invoice interface with the Voucher Build process is discussed in full in separate documentation.

> **Note**
>
> In addition to delivering the VOUCHER_BUILD and EM_VOUCHER_IN EIPs as application messages, PeopleSoft also delivers them as web services (Voucher and SelfServiceInvoice, respectively). Enabling web services is discussed in the *PeopleTools: Integration Broker.*

PeopleSoft Payables users should also know that:

- PeopleSoft Payables users may need to define codesets in Integration Broker that differ from those that are used by eSettlements.
- OAG XML invoices must use the GL_Element tag to identify the Account ChartField if the invoice includes distribution information.
- The Voucher Build process assigns match delay days to XML transactions that require matching based on the PeopleSoft Payables hierarchy, business unit, origin, control group, supplier, and the ability to override on the voucher.

  If you do not define match delay days on the PeopleSoft Payables hierarchy, the Voucher Build process will not assign match delay days. As an example, if the match delay days are five days, the system adds five days to the entry date to determine the match due date. On the Match Request page, enter a date in the **As of Date** field to work in conjunction with the match due date. The Matching process selects only the vouchers that are ready to be matched as of that date. Match delay days are only applicable to EDI, XML, Document imaging, Spreadsheet vouchers, Online, Quick and Self Service invoices. These types of transactions usually are processed in the system before the lines are received. Using match delay days enables you to wait to include these transactions in the Matching process.

Related Topics

- Voucher EIP
  PeopleSoft Payroll, Student Administration, and other external systems can process supplier payments, such as payroll deductions, through PeopleSoft Payables using the inbound Voucher EIP. The Voucher EIP uses Application Messaging and the VOUCHER_BUILD message definition to populate the voucher staging tables with the necessary information for building voucher record sets.
- Understanding Spreadsheet Vouchers
  This section discusses:
- Initiating the Matching Application Engine Process
  This topic provides an overview of the matching engine.

Cleaning Up Staging Data

This topic discusses how to clean up the staging tables for incorrect or duplicate data before running the Voucher Build process.

This clean up is applicable only for data that has been uploaded through EDI, Excel or XML file in the Voucher staging tables.

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Pages Used to Clean Up Staging Data

Page Name	Definition Name	Usage
Voucher Staging Cleanup Page	AP_VCHR_STG	Clean up incorrect or duplicate invoices from the voucher staging tables.
Voucher Staging Audit Log Page	AP_VCHRSTG_AUDIT	Review the history of clean up in the staging tables.

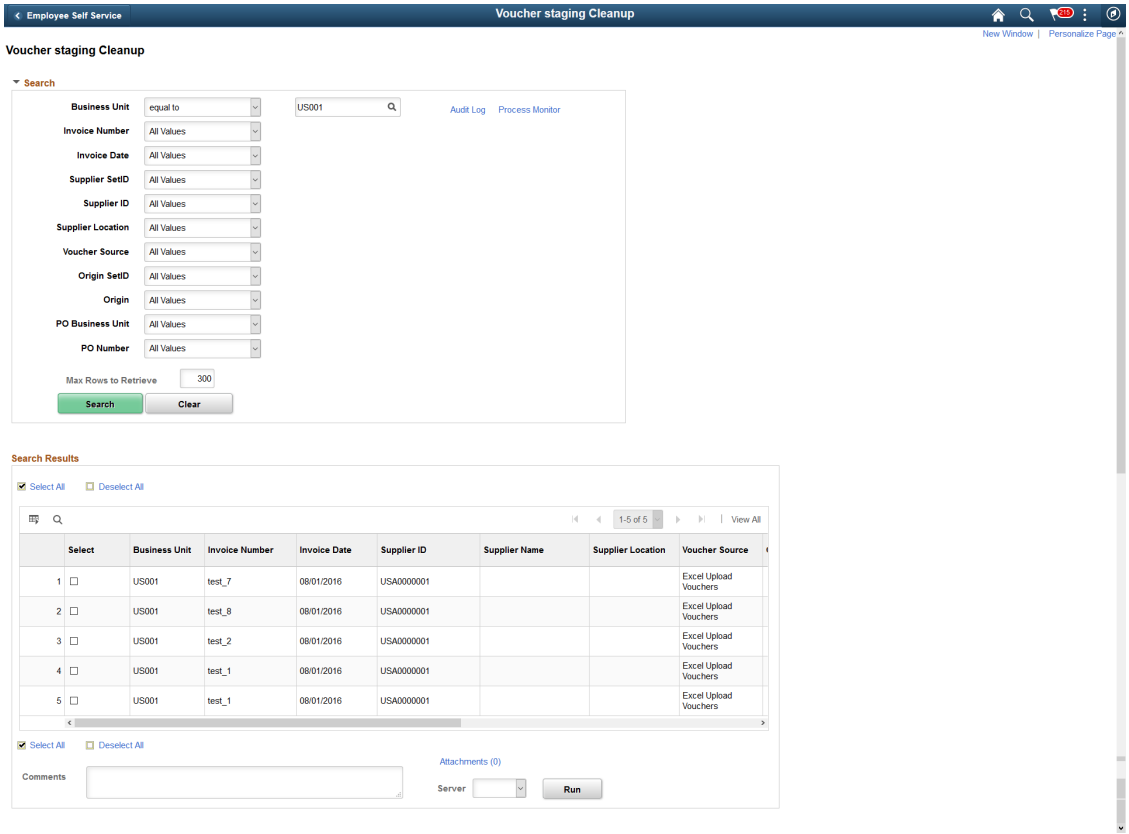
Voucher Staging Cleanup Page

Use the Voucher Staging Cleanup page (AP_VCHR_STG) to clean up incorrect or duplicate Invoices from the voucher staging tables.

Navigation:

Accounts Payable , and then **Vouchers** , and then **Maintain** , and then **Clean Voucher Staging Tables**

This example illustrates the fields and controls on the Voucher Staging Cleanup Page. You can find definitions for the fields and controls later on this page.



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Field or Control	Description
Search	Enter your search criteria and select **Search** to retrieve a list of invoices that meet your search criteria in the Voucher Staging table.
Clear	Select to clear the search criteria and enter new search criteria.
Search Results	This grid displays the results based on the entered search criteria. To clear the grid and perform a new search, select **Clear**.
Select All	Select to mark all the rows in the Search Results grid for clean up.
Deselect All	Select to clear all the rows in the Search Results grid that were marked for clean up.
Attachments	Select to upload attachments. These attachments can be reviewed from the Voucher Staging Audit Log Page.
Comments	Enter any comments for cleaning the staging data.
Server	Select a server to process the cleaning the staging data.
Run	Select Run to clean up all selected invoices from staging tables and record the clean up action into the Voucher Staging Audit Log Page. A message displays confirming your clean up action. Upon confirmation, all the invoices selected for cleaning are removed from the staging tables.
Audit Log	Select to view the clean up history.
Process Monitor	Select to review the status of processes that you run or schedule.

Voucher Staging Audit Log Page

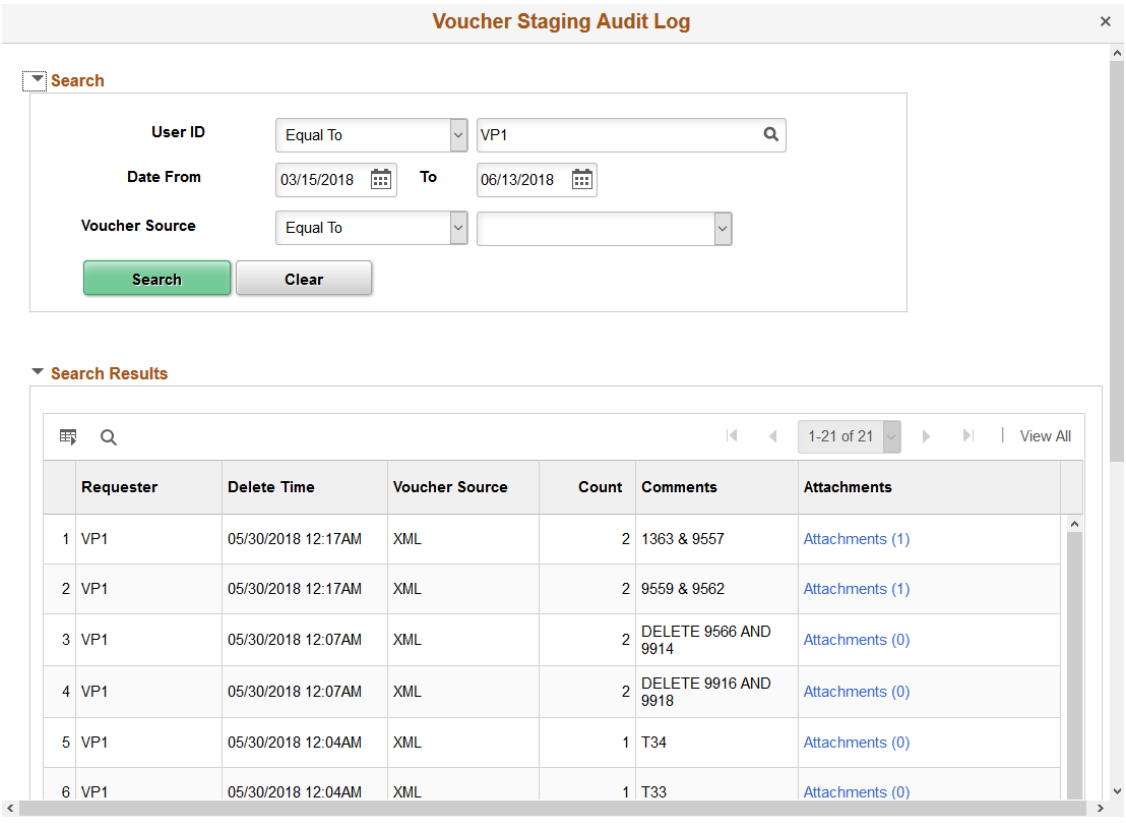
Use the Voucher Staging Audit Log page (AP_VCHRSTG_AUDIT) to review the history of clean up in the staging tables.

Navigation:

Accounts Payable , and then **Vouchers** , and then **Maintain** , and then **Clean Voucher Staging Tables**. Select the Audit Log hyperlink.

This example illustrates the fields and controls on the Voucher Staging Audit Log Page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Search	Enter your search criteria and select **Search** to retrieve a list of cleaned up invoices.
Clear	Select to clear the search criteria and enter new search criteria.
Search Results	This grid displays the results based on the entered search criteria. To clear the grid and perform a new search, select **Clear**.
Requester	Displays the user name who executed the clean up process.
Delete Time	Displays the time when the clean up process was executed.
Voucher Source	Displays the original data source for the invoices.
Count	Displays the count of cleaned up invoices.
Comments	Displays the comments that were entered when the clean up process was executed.
Attachments	Select to review and download the attachments that were uploaded during the clean up process.

Staging Voucher EDI Files Using the Data Export Import Utility

This topic describes the transformation of EDI files containing voucher data for import into Payables staging tables using the Data Export Import Utility.

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Understanding EDI Voucher File Import Using the Data Export Import Utility

The Data Export and Import Utility provides a mechanism to import EDI voucher data into the staging tables, bypassing steps that are needed using EDI Manager. PeopleSoft Payables provides a sample setup to import EDI voucher data using the Data Export Utility. Businesses should test their own DEIU setup before implementation.

The EDI voucher data transformation is based on People Tools Document Technology and the Data Export and Import Utility (DEIU) tool, which allows users to configure transformation through an online mapping component. Users should be familiar with PeopleSoft documents, as well as Data Export Import Utility map definitions and document relationships before customizing EDI data import setup using DEIU.

PeopleSoft delivers the following sample DEIU program for transforming EDI voucher data and importing the data into the Payables voucher staging tables.

Payables Process	Delivered DEIU Transformation Program
Load Voucher Build Source Transactions	EDI_810_VOUCHER_IMPORT_RUN

Once data is loaded into the staging tables, run the Voucher Build process.

For more information about the Data Export Import Utility, see Application Fundamentals: Understanding the Data Export Import Utility.

Setting Up DEIU to Import EDI Voucher Data

PeopleSoft provides a setup with sample field mapping for staging EDI voucher data using the Data Export Import Utility. To set up the import process:

1. Review PeopleSoft Documents for both source and target documents.
2. Verify DEIU map definitions for EDI file transformation.

The EDI file voucher import process is supported for flat EDI files.

For more information about setting up DEIU, see Application Fundamentals: Mapping File Layouts and Document Relationships and Application Fundamentals: Defining the Data Source and Target.

Reviewing the PeopleSoft Documents

Use the Document Builder - Document page (IB_LOGICALSCHEMA) to view and edit a document in the Document Builder.

Before using the Data Export Import Utility for EDI voucher file import, review the PeopleSoft Documents delivered for use with EDI files.

PeopleSoft provides the following sample documents and layouts to support the Load Voucher Build Source Transactions process:

- Source Document
  - Source Type: File Layout (FIXED)
  - Source Name: AP_VOUCHER_IMPORT
- Target Document
  - Target Type: PS Document

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– Target Name: VCHR_IMP_STG

Verifying the Map Definition

Use the Map Definition component (FS_MAPPER_DEF_WIZ) to set up the transformation from data source to target output.

The EDI voucher file transformation occurs through the online mapping definition. DEIU provides a horizontal navigation, or train stops, to define a map that links the data source and target output format along with any data filter criteria.

PeopleSoft delivers the following sample map definition for EDI files: EDI_810_VOUCHER_IMPORT. Businesses should create, test, and put their own map definitions into production.

The Edit Transform Property secondary page is used to define the parameters for the selected transformation rule. PeopleSoft provides system-delivered transformation rules with the map definitions for EDI files.

> **Note**
>
> The Data Export Import Utility is a generic transformation tool that is used across PeopleSoft Financials. Not all transform types supported by Data Export Import Utility are applicable to EDI file import.

Importing EDI Voucher Data into the Staging Tables

Use the Data Export Import Request page (FS_MAP_REQUEST) to initiate DEIU processing based on the map definition and options to further filter the data set, if applicable.

To import EDI voucher data into the staging tables using DEIU:

1. Navigate to the Data Export Import Request page (Set Up Financials/Supply Chain, Common Definitions, Data Export Import Utility, Data Export Import Request).
2. Enter the run control ID to transform and load flat EDI files to support the Load Voucher Build Source Transactions process, in this example EDI_810_VOUCHER_IMPORT_RUN.
3. Verify the data in the staging table before running Voucher Build to load the data in the Payables voucher tables.

Staging Voucher E-invoice Files Using the Data Export Import Utility

PeopleSoft Accounts Payable and eSettlements supports e-invoicing for UBL version 2.1. This allows organizations to utilize the PEPPOL network for their invoicing needs.

Use the AP inbound E-Invoice page (Accounts Payable, Batch Processes, Vouchers, AP Inbound E-Invoice) to provide the required parameters to process the incoming e-invoice data. For eSettlements, use the eS Inbound E-Invoice page (eSettlements, Batch Processes, eS Inbound E-Invoice).

Once the DEIU request has completed successfully, the e-invoice data is populated in the VCHR_HDR_QV and VCHR_LINE_QV tables.

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To match an incoming e-invoice with a Supplier, the translate value of *PEP* must be updated at the Supplier information page. The PEPPOL ID can be setup at either the Identifying Information tab or the Location tab. For more information, see PeopleSoft Source to Settle Common Information: Entering Supplier Identifying Information and PeopleSoft Source to Settle Common Information: Defining Supplier Locations.

For eSettlements, the same set of stage records are populated. However, the build status is set to *N* so that the review of the incoming data is performed. The data can be reviewed and modified before being released for processing using the Self Service Review page.

The application engine process (AP_PPL_EINV) is required to process the incoming e-invoice data.

The following DEIU map definitions are available: *AP_UBL21* and *ES_UBL21*. These map definitions are intended to provide a baseline and you can modify these delivered maps to meet the specific requirements.

> **Note**
>
> The Map ID field on the inbound E-Invoice page must contain the UBL acronym.

The data is now ready for Voucher Build process to be run to create the vouchers.

Related Topics

- Application Fundamentals: Understanding the Data Export Import Utility

Prerequisites

Before using the Voucher Build process, you must set up the standard procurement control tables and establish the PeopleSoft Payables control hierarchy, including entering approved suppliers in the system. In addition, you:

- (Optional) Define Voucher Build criteria on the Voucher Build Code Definition page if you want to use voucher build codes.
- Define Voucher Build options for PeopleSoft Payables business units on the Payables Definition - Voucher Build page.
- (Optional) Define the business unit combination edit template for the Voucher Build process on the Procurement Control - General Controls page if you want to use ChartField combination editing.

Setup that is specific to each source transaction is discussed in the source transaction overviews.

Related Topics

- Understanding Voucher Build Source Transactions
  The Voucher Build process creates voucher record sets from the following sources:
- PeopleSoft Source to Settle Common Information: Specifying Voucher Build Criteria
- Defining Procurement Controls for General Ledger Business Units
  Once you have defined the general ledger business units, you must define the procurement accounting controls for each general ledger business unit that is associated with the PeopleSoft Payables business units. These settings determine how the

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PeopleSoft Payables business units interfaces with the general ledger. You define these controls in the Procurement Control component.

- Payables Definition - Voucher Build Page
  Use the Payables Definition - Voucher Build page (BUS_UNIT_TBL_AP3) to specify default options for the Voucher Build Application Engine process (AP_VCHRBLD) for the business unit.

Running the Voucher Build Process and Reviewing Messages

This section lists common elements and discusses how to run the Voucher Build process, review process messages, and review vouchers with errors.

Pages Used to Run the Voucher Build Process and Review Messages

Page Name	Definition Name	Usage
Voucher Build Page	VCHR_BATCH_RQST	Create a run control and request a run of the Voucher Build process.
Process Messages Page	VCHR_EDIT_REQUEST3	Monitor a voucher build processing run.
Build Errors Page	VCHR_EDIT_REQUEST4	Review a log of any voucher errors that occur during a voucher build processing run. Link to pages where you can view error details and correct errors. Errors that are logged include both pre-edit errors and recycled vouchers.

Related Topics

- Understanding Voucher Build Processing
  PeopleSoft Payables provides the Voucher Build process to build vouchers in batch from various source transactions, including transactions originating from third-party systems.

Common Elements Used in Voucher Build Process

Field or Control	Description
Request ID and **Description**	Identifies the current run of the run control.

Voucher Build Page

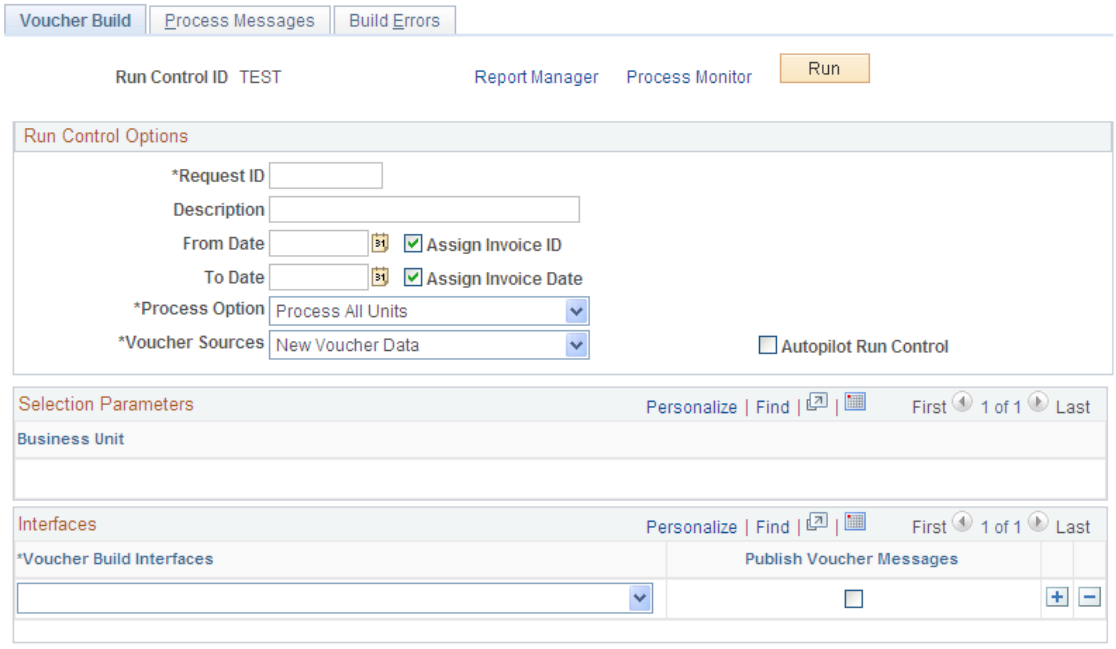
Use the Voucher Build page (VCHR_BATCH_RQST) to create a run control and request a run of the Voucher Build process.

Navigation:

Accounts Payable, and then **Batch Processes**, and then **Vouchers**, and then **Voucher Build**, and then **Voucher Build**

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

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Run Control Options

Field or Control	Description
From Date and **To Date**	Enter dates to have the Voucher Build process select vouchers for which invoices are dated within the specified range.
Assign Invoice ID	Select to have the Voucher Build process assign an invoice ID to vouchers that were built from voucher sources that have no invoice ID or an invoice ID value of *NEXT*. The process assigns the voucher ID as the invoice ID. **Note:** You must select this option when the **Invoice ID** field on Lease Administration invoices is blank to prevent the Voucher Build process from having build errors.
Assign Invoice Date	Select to have the Voucher Build process assign the current date as the invoice date to vouchers that are built from voucher sources that have no invoice date.

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Field or Control	Description
Process Option	Select the level at which to process vouchers. Depending on the option that you select, different fields become available in the **Selection Parameters** group box. Values are: *Business Unit:* The system processes vouchers that belong to the business unit that you enter in **Selection Parameters.** *Process All Units:* The system processes all business units. No fields are available in **Selection Parameters.** *Process Contract:* The system processes vouchers that belong to the contract ID that you enter in **Selection Parameters.** You must also enter a business unit. *Process Group:* The system processes vouchers that belong to the control group ID that you enter in **Selection Parameters.** You must also enter a business unit. *Process Origin:* The system processes vouchers that belong to the origin that you enter in **Selection Parameters.** You must also enter a SetID. *Process Supplier:* The system processes vouchers that belong to the supplier ID that you enter in **Selection Parameters.** You must also enter a business unit. *Process Voucher:* The system processes the voucher with the voucher ID that you enter in **Selection Parameters.** You must also enter a business unit. This value is valid only for quick invoices and transactions in the online voucher tables. This value does not appear if you have selected a **Voucher Edit Source** of *All.*
Voucher Sources	Select the status of the sources that you want to process. Values are: *All (Unrestricted):* Both new and recycled vouchers. *Errors/Staged Vouchers:* Only vouchers that have pre-edit errors from prior Voucher Build process runs or that were staged for review during a prior run. *New Voucher Data:* New transactions from selected interface sources. *Payment Request:* Payment requests created by Requesters. *Recycled Vouchers:* Recycled vouchers in the online voucher tables. *Voucher Maintenance:* Vouchers that have been modified using the Voucher Maintenance component. *Voucher Mass Maintenance:* Vouchers that have been modified using the Voucher Mass Maintenance component.

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Interfaces

Field or Control	Description
Voucher Build Interfaces	Select a source from which to create vouchers. Values are: *All Interfaces:* All sources. *Asset Lease Payments:* PeopleSoft Asset Management lease payments. *Billing Vouchers:* Source transactions that are created through the Billing Generate AP Vouchers SQR process (BIGNAP01). *Consignment Inventory:* Consignment inventory source transactions. *Contracts:* Source transactions that are created through the Purchasing voucher contracts functionality. *Custom:* Voucher EIP source transactions from customized external interfaces. This value is delivered as inactive and must be activated to appear. *Debit Memo from Matching:* Source transactions that are created from the Matching process. *Document Management Interface:* Transactions created from third party integration imaging solution. *EDI:* EDI source transactions. *Evaluated Receipts (ERS):* ERS source transactions. *Lease Payments:* Lease Administration lease payment transactions. *Pay/Bill Management:* Contractors' payable time transactions from Pay/Bill Management. *Payment Request:* Created by Requesters. *Payroll Interface:* Voucher EIP source transactions from Payroll. *Procurement Card:* Procurement card source transactions from Purchasing. *Quick Invoice:* Quick invoice entry source transactions. The system considers summary invoices as quick invoices after they are saved. *Receivables Customer Refunds:* Refund source transactions that are created in Receivables. *Return to Vendor:* RTV source transactions. *Self Service Invoices:* Self-service invoice transactions from eSettlements. *Services Procurement:* Services Procurement transactions. *Student Administration:* Voucher EIP source transactions from Student Administration. *Vendor Rebates/Claimbacks:* Voucher source transactions and claim vendor rebate transactions from Purchasing, and indirectly from Receivables. *XML Invoice:* Spreadsheet vouchers and XML invoices that are interfaced using the

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Field or Control	Description
	EM_VOUCHER_IN application message definition or the SelfServiceInvoice web service. See Understanding Third Party Imaging Solution Integration with PeopleSoft Accounts Payable and eSettlements **Note:** The Document Management Interface option is available only if a third party integration is enabled on the Installation Options – Payables page.
Publish Voucher Messages	Select to publish the voucher message in XML format when the Voucher Build process successfully creates the voucher and the data exists in the PS_VOUCHER table. The outbound AP_VCHR_MESSAGE_OUT EIP application message or the VoucherOut web service dispatches the voucher information to a predefined location that the supplier can access to retrieve their voucher information. See *PeopleSoft Integration Point Catalogue* See *PeopleTools: Integration Broker*
Contract Voucher Action	This field is enabled when you select *All Interfaces* or *Contracts* in **Voucher Build Interfaces.** The default is to stage contract vouchers. Values are: *Build Voucher:* Create vouchers for all contracts that are processed and successfully pass all Voucher Build process editing requirements. *Stage Voucher:* Stage all contract vouchers that have been created in the pre-edit step of the Voucher Build process in the quick invoice entry tables for user review. Before you can run the voucher edit step of the Voucher Build process for these vouchers, you must release them by reviewing them in the Quick Invoice Entry component, modifying them as needed, and setting their build status to *To Build.*

Important

You can specify up to a maximum of 27 business units to run in a single run control; to process more than 27 business units, create additional run controls. You can process multiple run controls concurrently.

After saving the run control, editing the business units (such as deleting business units and adding new business units) may cause display issues. Click the **Refresh** button or quit the page and access it again to avoid this display issue.

Related Topics

- Understanding Voucher Build Processing
  PeopleSoft Payables provides the Voucher Build process to build vouchers in batch from various source transactions, including transactions originating from third-party systems.

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Process Messages Page

Use the Process Messages page (VCHR_EDIT_REQUEST3) to monitor a voucher build processing run.

Navigation:

Accounts Payable, and then **Batch Processes**, and then **Vouchers**, and then **Voucher Build**, and then **Process Messages**

Review the messages that the Voucher Build process produces. These are the same messages that appear in the Process Monitor.

The **Request Status** group box shows the current status of the request. A process instance number appears after you run the request. The **Details** group box shows the time, severity, and text of the message. Click **Refresh Log** to display the messages that the run generated.

Build Errors Page

Use the Build Errors page (VCHR_EDIT_REQUEST4) to review a log of any voucher errors that occur during a voucher build processing run.

Link to pages where you can view error details and correct errors. Errors that are logged include both pre-edit errors and recycled vouchers.

Navigation:

Accounts Payable, and then **Batch Processes**, and then **Vouchers**, and then **Voucher Build**, and then **Build Errors**

Field or Control	Description
Refresh Log	Click to display the messages that the run generated.

When you run the Voucher Build process for all business units, if there are any vouchers in stage that have invalid business units, the **Vouchers in Stage with Invalid Business Unit** grid will appear and show all vouchers with an invalid business unit.

Field or Control	Description
Insert icon picture here	Click this icon to delete individual vouchers. The deleted row will be removed from staging table after clicking save.
Delete All	Click this button to delete all returned rows from the staging table. After delete, this grid will become invisible.

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Field or Control	Description
	Click the **Examine Error Messages** button to access the Voucher Build Error Detail page, where you can view Voucher Build process error details for the voucher and transfer to the appropriate error correction component: • Quick Invoice Entry component for vouchers with pre-edit errors. • Voucher component for vouchers in recycle status.
	Click the **Correct Errors** button to access the appropriate error correction component directly.

Related Topics

- Understanding Voucher Build Processing
  PeopleSoft Payables provides the Voucher Build process to build vouchers in batch from various source transactions, including transactions originating from third-party systems.
- Understanding Quick Invoices and Summary Invoices
  This section discusses:
- Understanding Voucher Processing and the Voucher Life Cycle
  After you have set up all your control information, established your PeopleSoft Payables control hierarchy, and entered approved suppliers in the system, you are ready to enter vouchers into the system.

Reviewing Voucher Build Process Errors

This section provides an overview of voucher build error review and discusses how to review Voucher Build process error details.

Pages Used to Review Voucher Build Process Errors

Page Name	Definition Name	Usage
Voucher Build Error Detail Page	VCHR_BATCHERR_PG	Review the details for any Voucher Build process errors on a voucher. Access the appropriate error correction component or page, the Quick Invoice Entry component, the online Voucher component, or the Reconcile Statement - Procurement Card page, depending on the type of voucher and error.

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Page Name	Definition Name	Usage
Consigned Inventory Voucher Exceptions Page	AP_CONS_INV_ERRINQ	Review consigned inventory items with Voucher Build process errors. View the PeopleSoft Payables business unit, supplier ID, supplier location, item ID, receiving business unit, receipt number, base quantity, and standard unit of measure for the consigned inventory item with Voucher Build process errors. See Voucher Build Error Detail Page

Understanding Voucher Build Error Review

Two kinds of Voucher Build process errors exist: pre-edit errors for vouchers that cannot be passed to the voucher edit subprocess, and recycle status for vouchers that have gone through the voucher edit subprocess but failed at least one validation. You correct pre-edit errors in the Quick Invoice Entry component and vouchers that are in recycle status in the online Voucher component or the Voucher Maintenance component.

> **Note**
>
> You correct Voucher Build errors for procurement card vouchers in a VAT environment on the Reconcile Statement - Procurement Card page in Purchasing.

Several ways are available to search for and review vouchers with Voucher Build process errors:

- You can view a list of vouchers with pre-edit errors and vouchers in recycle status for a particular processing run of the Voucher Build process on the Build Errors page, which is included in the Voucher Build run control component.

  The Recycle Vouchers page contains links to the Voucher Build Error Detail page, where you can view error details and access the appropriate voucher correction component or page: the Quick Invoice Entry component, the online Voucher component, or the Reconcile Statement - Procurement Card page. The Build Errors page also contains direct links to the appropriate voucher correction component.
- You can use the Voucher Build Error Detail page to search for vouchers with Voucher Build errors and link from there to the appropriate voucher correction component.
- You can use the Voucher Maintenance Search page to search for vouchers in recycle status and correct them in the Voucher Maintenance component.

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> **Note**
>
> Consigned Inventory vouchers with Voucher Build errors do not appear in the pages and components that are described here. You can view them on the Consigned Inventory Voucher Exceptions page and correct them in PeopleSoft Supply Chain Management.

Related Topics

- Voucher Build Process Errors
  The Voucher Build process can result in pre-edit errors, which are stored in the quick invoice tables, or vouchers in recycle status, which are stored in the online voucher tables.
- Build Errors Page
  Use the Build Errors page (VCHR_EDIT_REQUEST4) to review a log of any voucher errors that occur during a voucher build processing run.
- Understanding Quick Invoices and Summary Invoices
  This section discusses:
- Understanding Voucher Processing and the Voucher Life Cycle
  After you have set up all your control information, established your PeopleSoft Payables control hierarchy, and entered approved suppliers in the system, you are ready to enter vouchers into the system.
- Understanding Voucher Management
  Entering vouchers online or in batch mode is only the first part of the payables life cycle. The full flexibility of PeopleSoft Payables comes into play as you manage approval processing, error correction, and OpenItem accounting for vouchers on their way to payment.

Voucher Build Error Detail Page

Use the Voucher Build Error Detail page (VCHR_BATCHERR_PG) to review the details for any Voucher Build process errors on a voucher.

Access the appropriate error correction component or page, the Quick Invoice Entry component, the online Voucher component, or the Reconcile Statement - Procurement Card page, depending on the type of voucher and error.

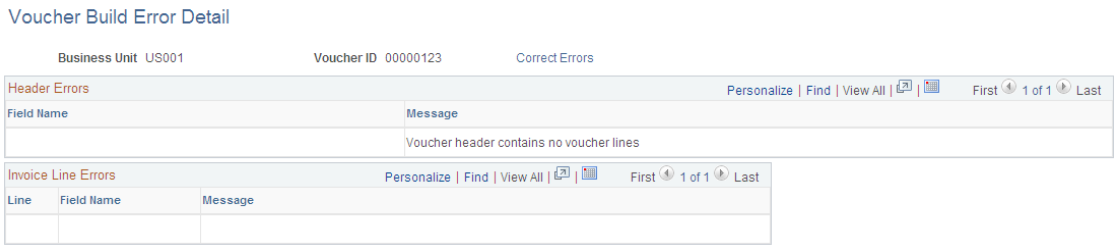
Navigation:

- **Accounts Payable**, and then **Vouchers**, and then **Maintain**, and then **Voucher Build Error Detail**
- **Accounts Payable**, and then **Batch Processes**, and then **Vouchers**, and then **Voucher Build**, and then **Build Errors**

  Click the **Error Messages** button on the Build Errors page.

This example illustrates the fields and controls on the Voucher Build Error Detail page. You can find definitions for the fields and controls later on this page.

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> **Note**
>
> Five scroll areas can appear on this page: **Header Errors, Miscellaneous Charge Errors, Invoice Line Errors, Distribution Line Errors,** and **Scheduled Payment Errors.** Only scroll areas that contain errors appear.

Field or Control	Description
Correct Errors	Click to access the appropriate error correction component or page: • For pre-edit errors, you access the Quick Invoice Entry component. • For vouchers in recycle status, you access the online Voucher component. • For procurement card vouchers in a VAT environment with Voucher Build errors, you access the Reconcile Statement - Procurement Card page.
Field Name	Displays the field where the error exists.
Message	Displays an explanation of the error.

To access the Consigned Inventory Voucher Exceptions page, use the navigation: **Accounts Payable**, and then **Vouchers**, and then **Maintain**, and then **Consigned Item Errors**, and then **Consigned Inventory Voucher Exceptions**

Related Topics

- Understanding Voucher Processing and the Voucher Life Cycle
  After you have set up all your control information, established your PeopleSoft Payables control hierarchy, and entered approved suppliers in the system, you are ready to enter vouchers into the system.
- PeopleSoft Purchasing: Reconciling Procurement Card Transactions Manually

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Using the Payables WorkCenter and Dashboard

Understanding the Payables WorkCenter and Dashboard

The Accounts Payable WorkCenter is a role-based central navigational component that is designed for users of the Payables application and related accounting functions. It offers power users a single place to perform a broad range of tasks without leaving the WorkCenter, such as daily vouchering functions, monthly activities, and reporting, resulting in improved efficiency, productivity, and effectiveness. The WorkCenter is configurable by organization and by function to support different requirements. The Accounts Payable WorkCenter is delivered with sample data and your system administrator can tailor, design, and create additional links for access to specific pages, pagelets, and commonly accessed internal or external sites.

For a general understanding of WorkCenters and how to configure them, see Application Fundamentals: Understanding How to Set Up PeopleSoft Classic and Fluid WorkCenters As a System Administrator.

Click to watch a short video about the PeopleSoft Accounts Payable WorkCenter

Pagelet Setup, Maintenance, and Personalization

When setting up and maintaining a WorkCenter, there are setup options that are defined at the system administrator level and personalization options that are defined at the user level. The system administrator must perform their setup options first, using the Enterprise Components, WorkCenter/Dashboards, Configure Pagelets component. The end user performs their personalization options after the administrator's configuration, using the Personalize and Configure options in the WorkCenter.

My Work Pagelet

The My Work section of the Main tab in the Accounts Payable WorkCenter includes links to pages that you would need to access on a daily basis. The My Work section can also include exceptions and alerts, where you would need to take some type of action.

Some links that are set up for the My Work pagelet can be subject to filter criteria that limit the amount of data that is available to a user.

If enabled by the system administrator, you can personalize your My Work section by clicking the Pagelet Settings icon.

Links Pagelet

The Links section of the Main tab in the Accounts Payable WorkCenter includes links to pages or other areas of interest to the user role. A system administrator maintains the list of links that are available to the users, as well as related security. You can then personalize the links that you want to access from your WorkCenter. Commonly-used external links can also be added to this section.

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Queries Pagelet

The Queries section of the Reports/Queries tab in the Accounts Payable WorkCenter includes links to Query Manager, public queries, private queries, and pivot grids. The system administrator can determine if an end user can add public or private queries, and you can personalize your queries accordingly. When a link is selected, the query or pivot grid results are displayed in the right pane of the WorkCenter or in a new window. Query results can be saved to Microsoft Excel.

Reports and Processes Pagelet

The Reports and Processes section of the Reports/Queries tab in the Accounts Payable WorkCenter includes links to reports and processes. The links take you to the run control page for reports, processes, and the Reporting Console. The system administrator can enable users to configure this pagelet to their own specifications.

Accounts Payable WorkCenter Dashboard

The Accounts Payable WorkCenter Dashboard is accessed from the Accounts Payable WorkCenter. As delivered, the Accounts Payable WorkCenter Dashboard includes the following pagelets: Liability Exposure by Supplier, Past Due Aging, Scheduled Due Aging, Top Suppliers, Discounts, Voucher Status, and Pay Cycle Summary Metric.

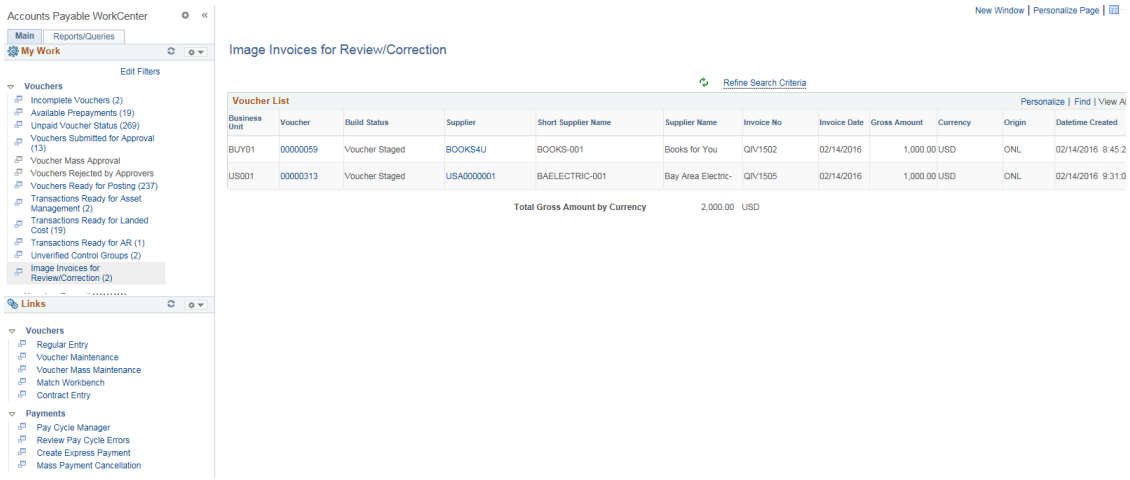
See Pay Cycle Summary Metric Page

For system-administrator setup for WorkCenters and Dashboards, see *Enterprise Components* documentation.

For information about setting up PeopleTools options for the WorkCenter, see *PeopleTools: Global Technology* and *PeopleTools: Portal Technology*.

Example: Accounts Payable WorkCenter

This example illustrates the fields and controls on the Accounts Payable WorkCenter.



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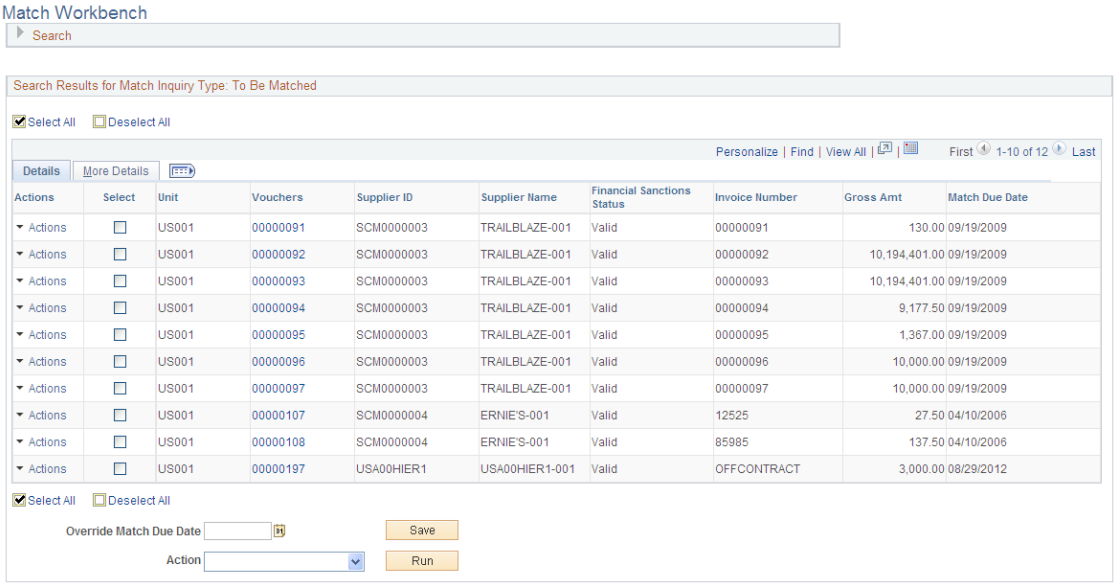
Related Topics

- Enterprise Components: Understanding WorkCenters and Dashboards
- Enterprise Components: Configure Pagelets - My Work Page
- Enterprise Components: Configure Pagelets - Links Page
- Enterprise Components: Configure Pagelets - Queries Page
- Enterprise Components: Configure Pagelets - Reports/Processes Page

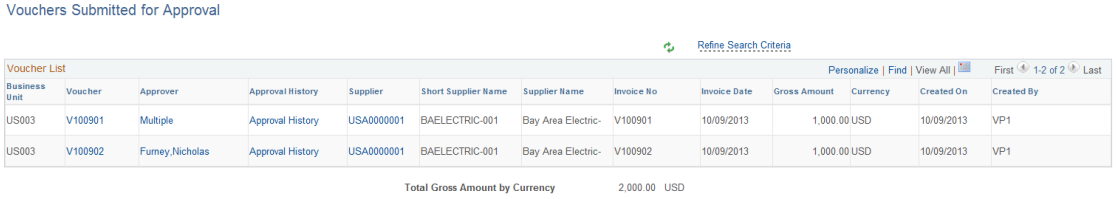
Understanding the Payables WorkCenter - My Work Pagelet

In Payables, the result of clicking a My Work system defined link is displayed in an application grid that is tailored to the type of data being displayed. Accounts Payable has four different application grid types.

The To Be Matched Link goes to the Match Workbench and uses the filter criteria as the search criteria. The search criteria section is collapsed but can be expanded and refined/changed from the transaction area.



All actions are achieved through field hyperlinks. An example of this style is the Vouchers Submitted for Approval My Work Link.

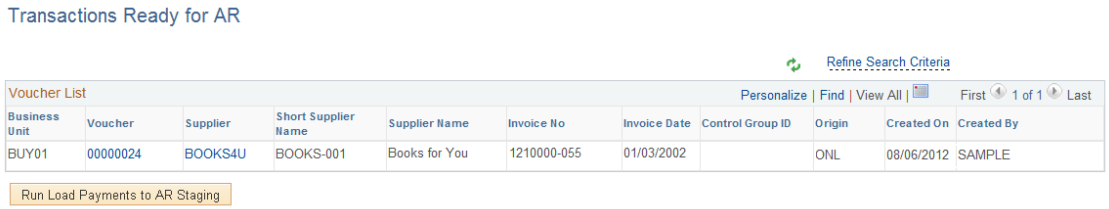


Actions are available through field links. The field links are, Voucher, which links to Voucher Entry; Approver, which links to an email template to create and send an email to approvers

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(*Multiple* indicates more than one approver); Approval History, which shows the graphical approval history for the voucher; and Supplier, which links to Supplier Maintenance

Actions are achieved through an Action button. An example of this style is Transactions Ready for AR link.


Transactions Ready for AR

Refine Search Criteria

Voucher List — Personalize | Find | View All | First 1 of 1 Last

Business Unit	Voucher	Supplier	Short Supplier Name	Supplier Name	Invoice No	Invoice Date	Control Group ID	Origin	Created On	Created By
BUY01	00000024	BOOKS4U	BOOKS-001	Books for You	1210000-055	01/03/2002		ONL	08/06/2012	SAMPLE

Run Load Payments to AR Staging

On this page, clicking the Run Load Payments to AR Staging action button allows to select AP payments that have been paid and posted but not yet sent to AR by running the Load AR Staging Tables Application Engine process.

Actions are achieved through an Action button and may be applied to multiple lines. An example of this style is Vouchers Ready for Posting link.


Vouchers Ready for Posting

Select All | Deselect All

Refine Search Criteria

Voucher List — Personalize | Find | View 100 | First 1-10 of 202 Last

	Business Unit	Voucher	Supplier	Short Supplier Name	Supplier Name	Invoice No	Invoice Date	Control Group ID	Origin	Created On	Created By
☐	US001	V-BIN-05	USA0000001	BAELECTRIC-001	Bay Area Electric-	V-BIN-05	02/18/2013		ONL	02/18/2013	DVP1
☐	US001	V-BIN-01	USA0000001	BAELECTRIC-001	Bay Area Electric-	V-BIN-01	02/18/2013		ONL	02/18/2013	DVP1
☐	US001	TRNET04	USA0000001	BAELECTRIC-001	Bay Area Electric-	TRNET04	04/04/2005		ONL	04/04/2005	SAMPLE
☐	US001	TR9	USA0000007	POSTSVC-001	Postal Service for East Bay	TR9	06/01/2005		ONL	06/01/2005	SAMPLE
☐	US001	TR5	USA0000001	BAELECTRIC-001	Bay Area Electric-	TR5	05/16/2005		ONL	05/16/2005	SAMPLE
☐	US001	TR4	USA0000021	PLANTDECOR-001	Plant Decor	TR4	05/16/2005		ONL	05/16/2005	SAMPLE
☐	US001	TR11	USA0000007	POSTSVC-001	Postal Service for East Bay	TR11	06/01/2005		ONL	06/01/2005	SAMPLE
☐	US001	TR10	USA0000007	POSTSVC-001	Postal Service for East Bay	TR10	06/01/2005		ONL	06/01/2005	SAMPLE
☐	US001	TGREG02	USA0000001	BAELECTRIC-001	Bay Area Electric-	fdsaffss	02/15/2013		ONL	02/15/2013	VP1
☐	US001	TGREG01	USA0000014	CREATIVE-001	Creative Sport	Test Fed Pay	02/15/2013		ONL	02/15/2013	VP1

Select All | Deselect All

Run Voucher Posting

On this page, one can select multiple lines and Run Voucher Posting by clicking the action button on the bottom of the grid. The field links are: Voucher, which links to Voucher Entry; and Supplier which links to Supplier Maintenance.

Actions

User can select any of the following action or hyperlink present on the pages displayed.

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Term	Definition
Voucher ID	Select the Voucher hyperlink to access the Voucher Entry page for the voucher. For the Available Prepayments link, select the Voucher hyperlink to access the Apply Vouchers to Prepayments page.
Supplier ID	Select to access the Supplier page for the Supplier.
Express Payment Icon	Select the Express Payment icon to be taken to the Express Payment page. The icon will be active if the voucher is eligible to be paid.
Approval History	Select the Approval History hyperlink to view the Voucher's approval history and status.
Control Group	Select the Control Group hyperlink to access the AP Control Group page.
Misc Exceptions	Select the Misc Exceptions link to access the Voucher (Non-prorated) Exceptions page.
Exceptions	Select the Exceptions link on the Budget Check Errors results page to access the Review Budget Check Exceptions. Select the Exceptions link on the Doc Tolerance Errors results page to access the Doc Tolerance Errors page.
Pay Cycle	Select the Pay Cycle hyperlink to access the PayCycle Manager page.

System-Defined My Work Links

The follow is the list of system defined links delivered in Accounts Payable.

- *Incomplete Vouchers*: Click this link to display all vouchers in incomplete status.
- *Available Prepayments*: Click this link to display a list of available prepayments.
- *Unpaid Voucher Status*: Click this link to display the status of all vouchers that are yet to be paid.
- *Vouchers Submitted for Approval*: Click this link to display the vouchers that have been submitted for approval and have a pending approval status. Use the *Approver* link to create and send an email to approvers. Click on the approver's name link (or *Multiple* link, if there are more than one approver) to launch an email template with email addresses of the approvers, Subject, and details of transaction information populated.
- *Voucher Mass Approval*: Click this link to display the Voucher Mass Approvals page.
- *Vouchers Rejected by Approvers*: Click this link to display the vouchers that have been denied approval. Use the *Approver* link to create and send an email to approvers. Click on the approver's name link (or *Multiple* link, if there are more than one approver) to launch an email template with email addresses of the approvers, Subject, and details of transaction information populated.
- *Vouchers Ready for Posting*: Click this link to display a list of vouchers that are ready for posting. Select the Run Voucher Posting button to post the selected vouchers.
- *Transactions Ready for Asset Management*: Click this link to display a list of transactions that are ready to be posted to Asset Management. Select the Run Assets Request button to post the selected transactions to Asset Management.

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- *Transactions Ready for Landed Cost*: Click this link to display a list of transactions that are ready to be extracted to landed cost. Select the Extract Landed Cost button to extract the selected transactions to Landed Cost.
- *Transactions Ready for AR*: Click this link to view the transactions ready to be posted to Accounts Receivable. Select the Load Payment to AR Staging button to post all eligible transactions to AR.
- *Unverified Control Groups*: Click this link to display a list of Unverified Control Groups.
- *Image Invoices for Review/Correction*: Click this link to display a list of Image Invoices pending review and/or are in error. Click a Voucher link to open the corresponding Quick Invoice page and view the details. For invoices in error, clicking the Error link opens the Voucher Build Error Detail page to review the details for any Voucher Build process errors on a voucher.

  See Understanding Third Party Imaging Solution Integration with PeopleSoft Accounts Payable and eSettlements
- *Messages from Suppliers*: Click this link to access the Recent Messages page to view 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.
- *Recycled Vouchers*: Click this link to display a list of vouchers that are in recycle status. This does not include incomplete vouchers. Use the *Number of Errors* link to display an *Error Summary* grid right below the *Voucher List* grid to view more details of the error.
- *Budget Check Errors*: Click this link to display a list of vouchers with Budget Check Errors. Use the *Number of Errors* link to display an *Error Summary* grid right below the *Voucher List* grid to view more details of the error.
- *Document Tolerance Exceptions*: Click this link to display the vouchers with Document Tolerance exceptions. Use the *Number of Errors* link to display an *Error Summary* grid right below the *Voucher List* grid to view more details of the error.
- *To Be Matched*: Click this link to view the Match Workbench - To Be Matched page. For vouchers to be matched, enter the option as *Matching* in the Action field. When you click the Run button, the Matching process runs.
- *Match Exceptions Exist*: Click this link to view the Match Workbench - Match Exceptions Exist page.
- *Match Dispute*: Click this link to view the Match Workbench - Match Dispute page.
- *Manually Overridden*: Click this link to view the Match Workbench - Manually Overridden page. Click the *Undo* button to undo a manually overridden voucher.
- *Overrriden - Credit Note*: Click this link to view the Match Workbench - Overrriden Credit Note page.
- *Scheduled Payment on Hold*: Click this link to display a list of all vouchers on payment hold. Select the Remove from Hold button to remove selected transactions from hold.
- *Paycycle Manager*: Click this link to display a list of paycycles.
- *Payments Ready for Posting*: Click this link to display a list of all payments ready for posting. Select the Run Payment Posting button to post one or multiple payments.
- *Payment Requests for Review*: Click this link to display a list of all payment requests that are ready for review. Select the request by clicking the Request ID link to open the Payment Request wizard for further processing.

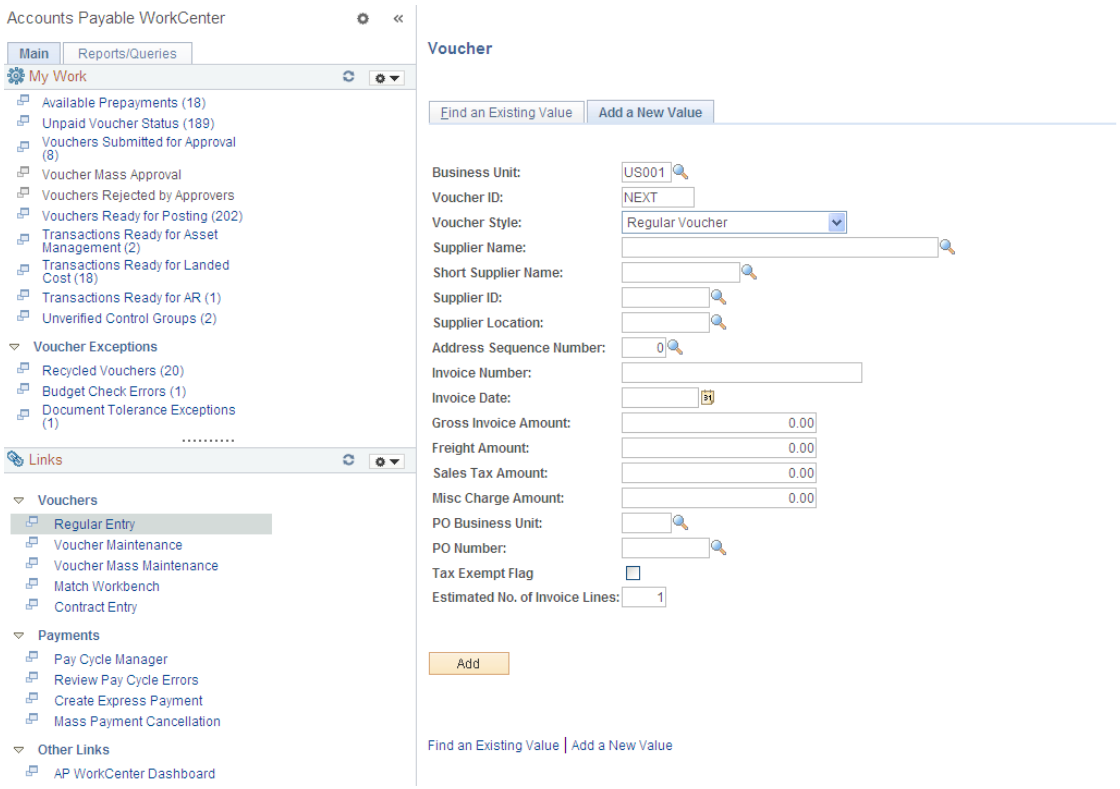
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- *Payment Requests Pending Approval*: Click this link to display a list of all payment requests that are ready for approval. Select the request by clicking on the Approval link to open the Approval page for approving, denying, or putting the request on hold.
- *Suppliers Pending Approval*: Click this link to display Suppliers Pending Approval. Use the *Approver* link to create and send an email to approvers. Click on the approver's name link (or *Multiple* link, if there are more than one approver) to launch an email template with email addresses of the approvers, Subject, and details of transaction information populated.

Understanding the Accounts Payable WorkCenter - Links Pagelet

Use the Accounts Payable WorkCenter Links pagelet to view the Accounts Payable links. The primary purpose of this pagelet is to minimize the number of clicks to access components and external links.

This example illustrates the fields and controls on the Accounts Payable WorkCenter - Links pagelet.



System administrators use the Enterprise Components: Configure Pagelets - Links Page to set up the WorkCenter Links pagelet for end users.

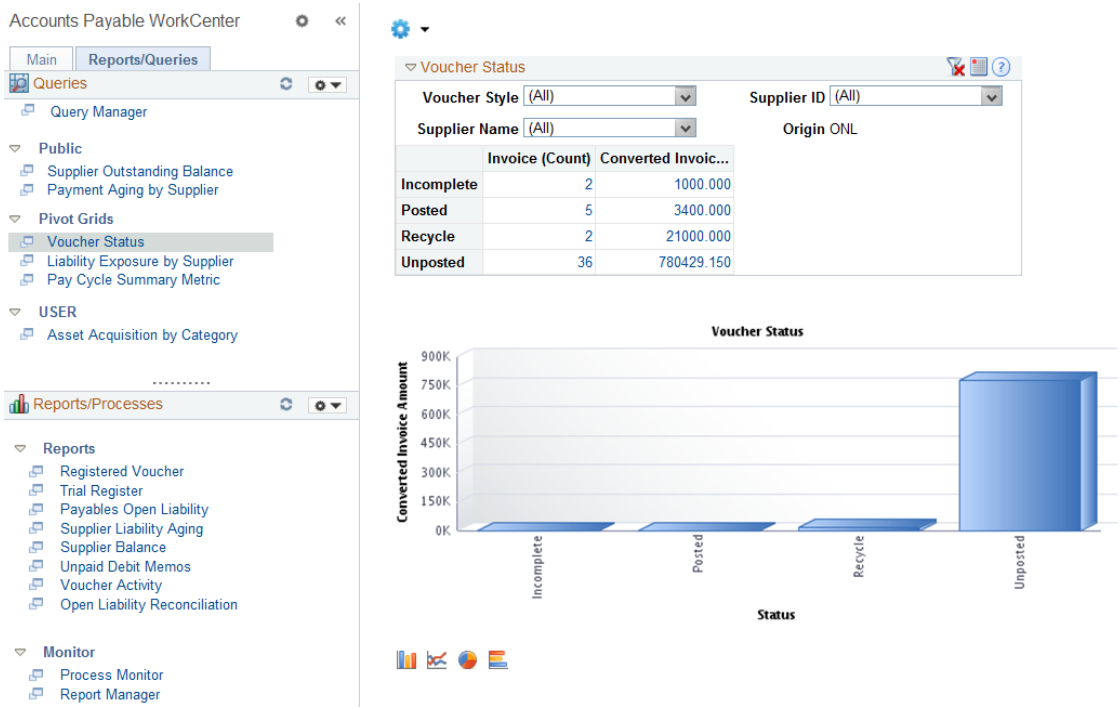
End users use the Application Fundamentals: Define User "Links" Links – Links Pagelet Personalization Page to personalize the Links pagelet for personal use.

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Understanding the Payables WorkCenter - Queries Pagelet

The Query section of the Reports/Queries tab includes links to Query Manager, public queries, private queries and pivot grids. Click on any link in the query pagelet to display that query or pivot grid in the transaction area of the workcenter.

This example illustrates the fields and controls on the Accounts Payable WorkCenter – Queries pagelet.



System administrators use the Enterprise Components: Configure Pagelets - Queries Page to set up the WorkCenter Queries pagelet for end users.

End users use the Application Fundamentals: Define User Query Links – Queries Pagelet Personalization Page to personalize the Queries pagelet for personal use.

Pivot Grids

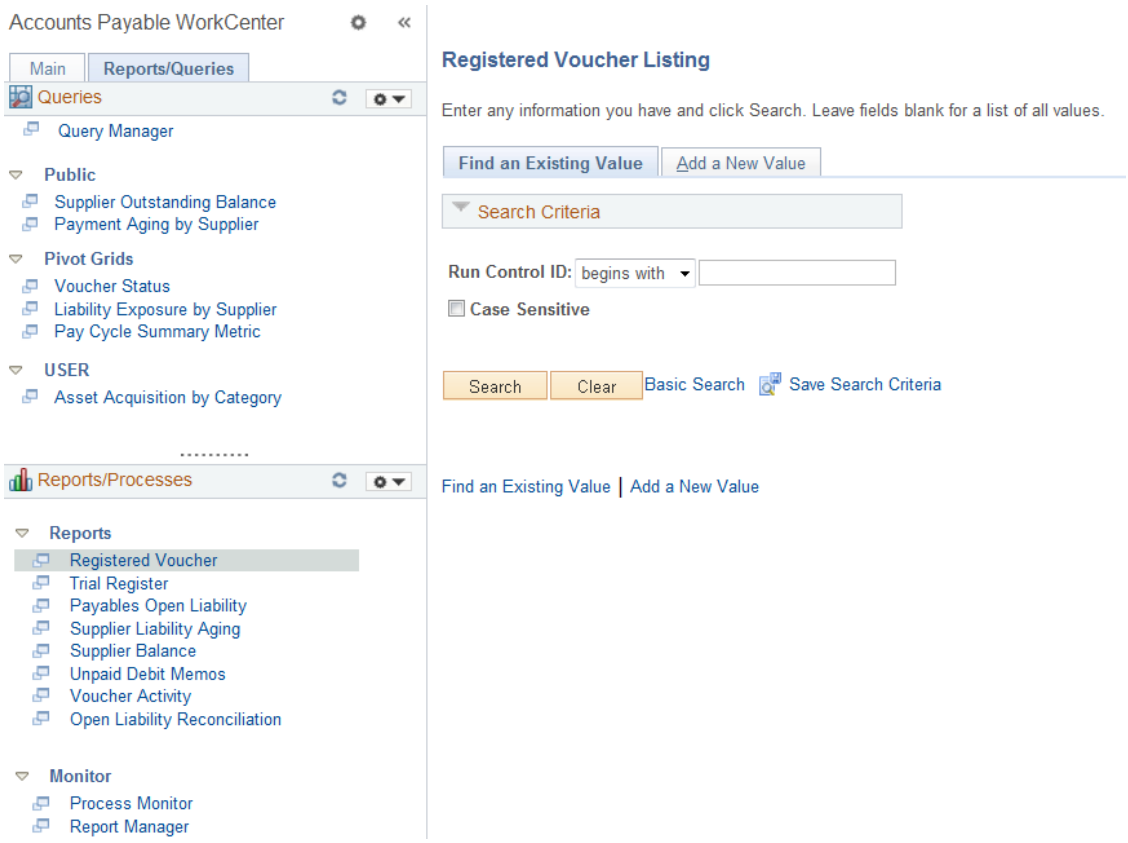
Pivots grids are based on PSQueries and can display the results in a grid format, a chart format, or both. For more information on Pivot Grids, and how to use it, see the product documentation for *PeopleTools: Pivot Grid*, PeopleSoft Pivot Grid Overview

You use the Pivot Grid Wizard to design how the page will appear to the user. For more information on Pivot Grid Wizard, and how to use it, see the product documentation for *PeopleTools: Pivot Grid*, Pivot Grid Wizard Overview

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Understanding the Payables WorkCenter - Reports and Processes

This example illustrates the fields and controls on the Accounts Payable WorkCenter – Reports/Processes Pagelet.



System administrators use the Enterprise Components: Configure Pagelets - Reports/ Processes Page to set up the WorkCenter Reports/Processes pagelet for end users.

End users use the Application Fundamentals: Define User “Reports” Links – Reports/ Processes Pagelet Personalization Page to personalize the Reports/Processes pagelet for personal use.

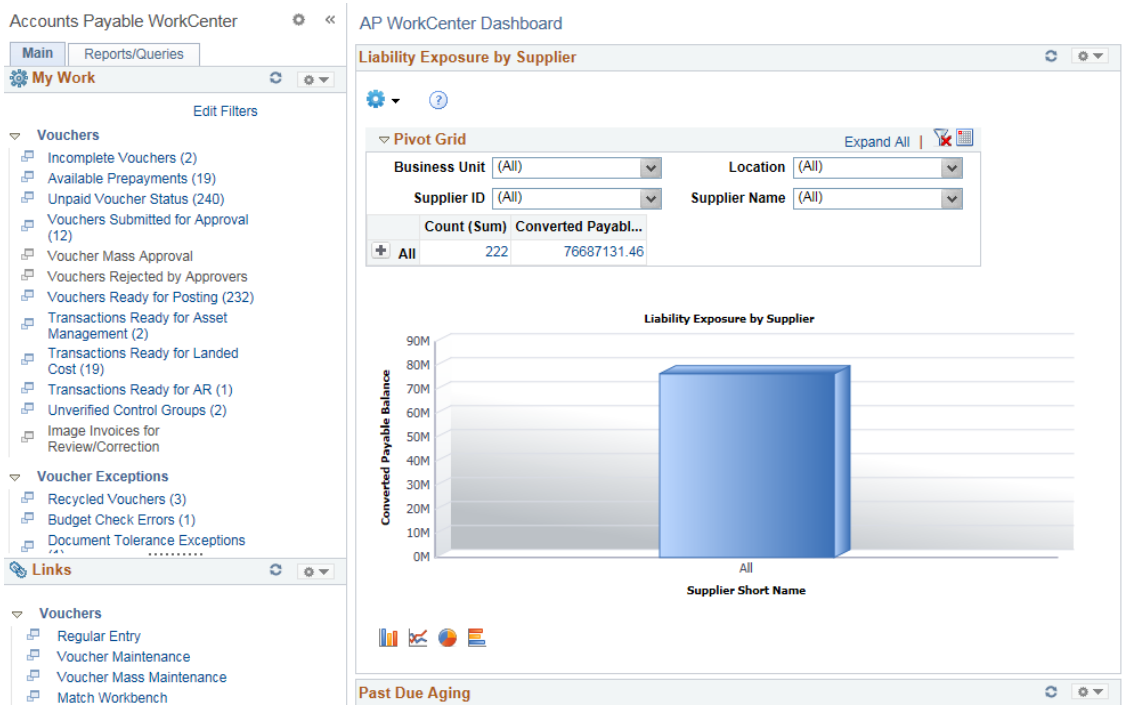
Using the Accounts Payable WorkCenter - Dashboard

You can access the Accounts Payable WorkCenter Dashboard from within your Accounts Payable WorkCenter. If you are a payables manager, you may want to personalize your WorkCenter so that the Accounts Payable WorkCenter Dashboard is your landing page (start page).

Click the Pagelet Settings button on the Links pagelet, Other Links, and designate it as the Start Page.

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This example illustrates the fields and controls on the Accounts Payable Workcenter Dashboard.



WorkCenter Dashboard and Pivot Grids

PeopleSoft delivers the following pagelets with the Accounts Payable Dashboard: *Liability Exposure by Supplier, Past Due Aging, Scheduled Due Aging, Top Suppliers, Discounts, Voucher Status,* and *Pay Cycle Summary Metric*. These are Accounts Payable portal pagelets that are configured to appear in your WorkCenter when you click the AP WorkCenter Dashboard link. When you first click the Accounts Payable WorkCenter Dashboard link, the delivered pagelets appear by default. You can click the refresh button for each pagelet to view the data.

Data is populated on the AP Operational Dashboard pagelets after you run the AP Operational Dashboard Job application engine process. You can run the process from the AP Operational Dashboard Job page (Navigation: Accounts Payable, Batch Processes, Vouchers, AP Operational Dashboard Job).

> **Note**
>
> The AP Operational Dashboard Job application engine process generates data for the pagelets *Past Due Aging*, *Scheduled Due Aging*, *Top Suppliers*, and *Discounts*. Real time data populates *Liability Exposure by Supplier* and *Voucher Status* pagelets.

You can configure and personalize the Dashboard pagelet presentation (for example, presenting the pagelets side-by-side) by using Personalize Content/Layout links located in the top right corner of your working zone

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Related Topics

- Pay Cycle Summary Metric Page
  Use the Pay Cycle Summary Metric page (MTRC_AP_PYCYCL) to view pay cycle data summarized by bank account and payment method in a bar chart.
- Enterprise Components: Configuring Pagelets

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Using the PeopleSoft Fluid Payables WorkCenter

Understanding the PeopleSoft Fluid Payables WorkCenter

The PeopleSoft Fluid Payables WorkCenter is created using the Application Fundamentals: PeopleSoft Fluid WorkCenter Framework and includes the following sections:

- My Work
  - Vouchers
  - Voucher Exceptions
  - Matching
  - Payments
  - Suppliers
- My Approvals

  The My Approvals pagelet provides access to pending approvals. The pagelet is available only for fluid WorkCenters. System administrators use the Enterprise Components: Configure Pagelets - My Approvals Page to set up the My Approvals pagelet for end users. End users use the Personalize icon on the fluid workcenter to personalize the My Approvals pagelet.

  For more information on Approvals, see Application Fundamentals: Approving Pending Transactions in Fluid.
- My Insights

  > **Note**
  >
  > PeopleTools version 8.61 or later is required to support access to Insights dashboards in fluid WorkCenters.

  The My Insights pagelet provides access to Payables insights. The pagelet is available only for fluid WorkCenters. System administrators use the Enterprise Components: Configure Pagelets - My Insights Page to set up the My Insights pagelet for end users. End users use the Personalize icon on the fluid workcenter to personalize the My Insights pagelet.

  For more information on Insights, see Understanding PeopleSoft Insights for Payables.
- Links
  - Vouchers
  - Payments
- Queries

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- Reports/Processes

This PeopleSoft Fluid WorkCenter is similar to the one in PeopleSoft Classic, but has all the advantages of PeopleSoft Fluid technology. Payables users can get an overview of the scope of work, review exceptions, and scan for anomalies, using a mobile device.

Prerequisite

PeopleTools 8.55 is required for the PeopleSoft Fluid WorkCenters.

Grouplet Pages

The number (or count) to the right of black text, displays how many transactions fall into that category. This is a setup option and can be turned on or off for each link using the Application Fundamentals: Personalize Page (Fluid).

Large Form Factor Group Boxes

The PeopleSoft Fluid Payables WorkCenter for Large Form Factor (LFF) has these two group boxes: My Work and Links.

Small Form Factor Group Boxes

The PeopleSoft Fluid Payables WorkCenter for Small Form Factor (SFF) has only the My Work group box.

Hyperlinks within My Work are not displayed if there are no transactions to list.

> **Note**
>
> All the pages available on the SFF are display only.

Understanding How To Set up and Personalize the PeopleSoft Fluid Payables WorkCenter

To personalize the PeopleSoft Fluid Payables WorkCenter, see Application Fundamentals: Setting Up and Personalizing PeopleSoft Fluid WorkCenters

Related Topics

- Application Fundamentals: Understanding PeopleSoft Fluid User Interface
- Application Fundamentals: Understanding How to Set Up PeopleSoft Classic and Fluid WorkCenters As a System Administrator
- Application Fundamentals: Understanding Delivered WorkCenters and Dashboards

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Using the PeopleSoft Fluid Payables WorkCenter

Pages Used with the PeopleSoft Fluid Payables WorkCenter

Page Name	Definition Name	Usage
Payables WorkCenter Tile	AP_WORKCENTER_FL	Access the Payables WorkCenter page in PeopleSoft Fluid.
Payables WorkCenter - My Work Pagelet	AP_HDR_APP_GRID_FL	Access My Work and Links group boxes using the PeopleSoft Fluid User Interface.
Email Notification Page	AP_EMAILER_FL_SCF	Notify one or more users of an action they need to take for one or more transactions.
Error Summary Page	APWC_EXCPTNSUM_SCF	View the error summary and the details of the header errors for Recycled Vouchers, Budget Check Errors and for Document Tolerance Exceptions.

Payables WorkCenter Tile

Use the Payables WorkCenter Tile (AP_WORKCENTER_FL) to access the Payables WorkCenter page in PeopleSoft Fluid.

Navigation:

This tile can be placed on any PeopleSoft Fluid Home page. For additional information about how to add a tile to a PeopleSoft Fluid Home page, see *PeopleTools: Application User's Guide*, "Working With PeopleSoft Fluid User Interface", Working With Fluid Homepages, Managing Tiles, Adding Tiles to a Fluid Homepage.

Payables WorkCenter - My Work Pagelet

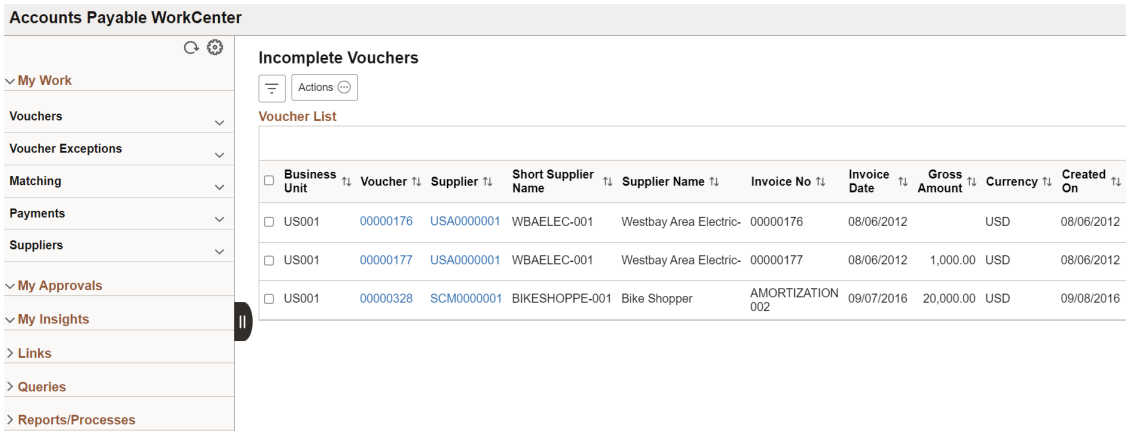
Use the Payables WorkCenter page (AP_HDR_APP_GRID_FL) to access My Work group box using the PeopleSoft Fluid User Interface.

Navigation:

Select the Payables WorkCenter tile.

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

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Field or Control	Description
	Select the Personalize icon to access these options: • *Personalize*: Select to access the Application Fundamentals: Personalize Page (Fluid). • *Edit Filters:* Select to access the Application Fundamentals: Edit Filters Personalize Page (Fluid). This option is not available in SFF You can also use the Personalize icon on each grid to reorder/ hide columns and sort columns by order. For more information, see *PeopleTools Applications User's Guide*, "Working With the PeopleSoft Fluid User Interface", Working with Fluid Pages and Controls.
	Select to open the Refine Filter Criteria page and filter rows to display based on: • Business Unit • Voucher ID • Supplier ID • Invoice Date • Gross Invoice Amount • Transaction Currency • Created On/By • Last User to Update • Origin • Voucher Style • Voucher Source

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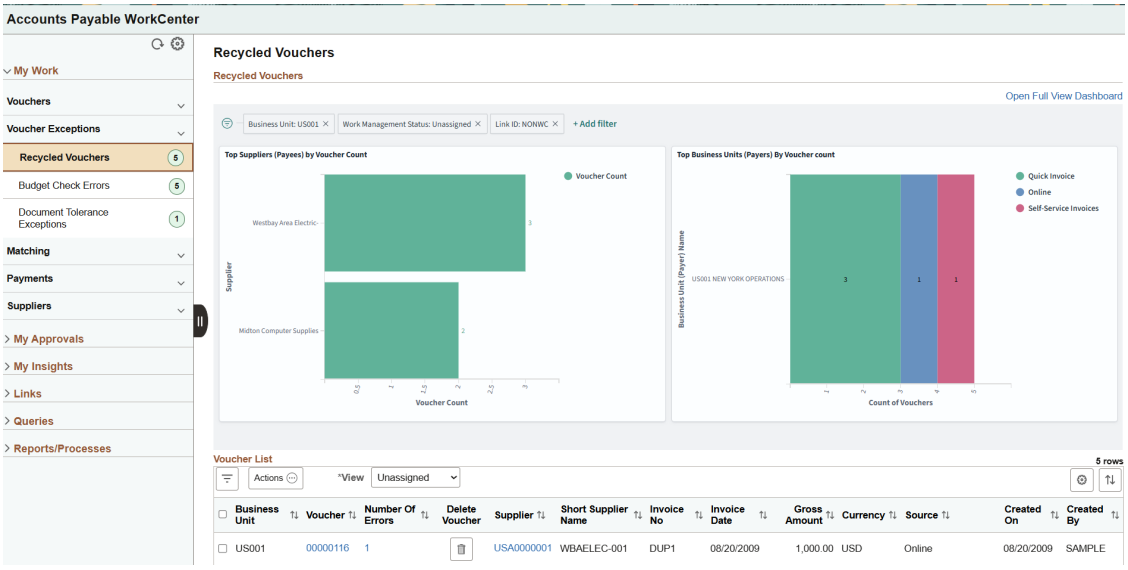
Field or Control	Description
Actions	Select an action from the drop-down menu to apply to the selected transactions. The available actions are the following: • *Email Notification:* Send email notification for the selected transaction. See Application Fundamentals: Setting Up and Personalizing PeopleSoft Fluid WorkCenters for additional information. • *Post Vouchers:* Post vouchers that are ready for posting. • *Load Assets Request:* Load Assets Request for transactions ready for Asset Management. • *Extract Landed Cost:* Extract Landed Cost for transactions ready for Landed Cost. • *Load Paymnt to AR:* Load Payment for transactions ready for AR. • *Remove from Hold:* Remove hold for scheduled payments. • *Post Payments:* Post payments that are ready for posting.

From Update Image 57, the My Work links Recycled Vouchers and Scheduled Payment on Hold displays an Insights dashboard. The visualization is interactive, meaning that you can select a specific filter, which alters the charts displayed.

To display an Insight dashboard, or visualization, for a My Work transaction, follow the steps in Enterprise Components: Configuring Pagelets.

In addition, you must select the Show Insight check box for the link label, on the Application Fundamentals: Personalize Page (Fluid), My Work tab.

This example illustrates the fields and controls on the Recycled Vouchers - Payables WorkCenter page.



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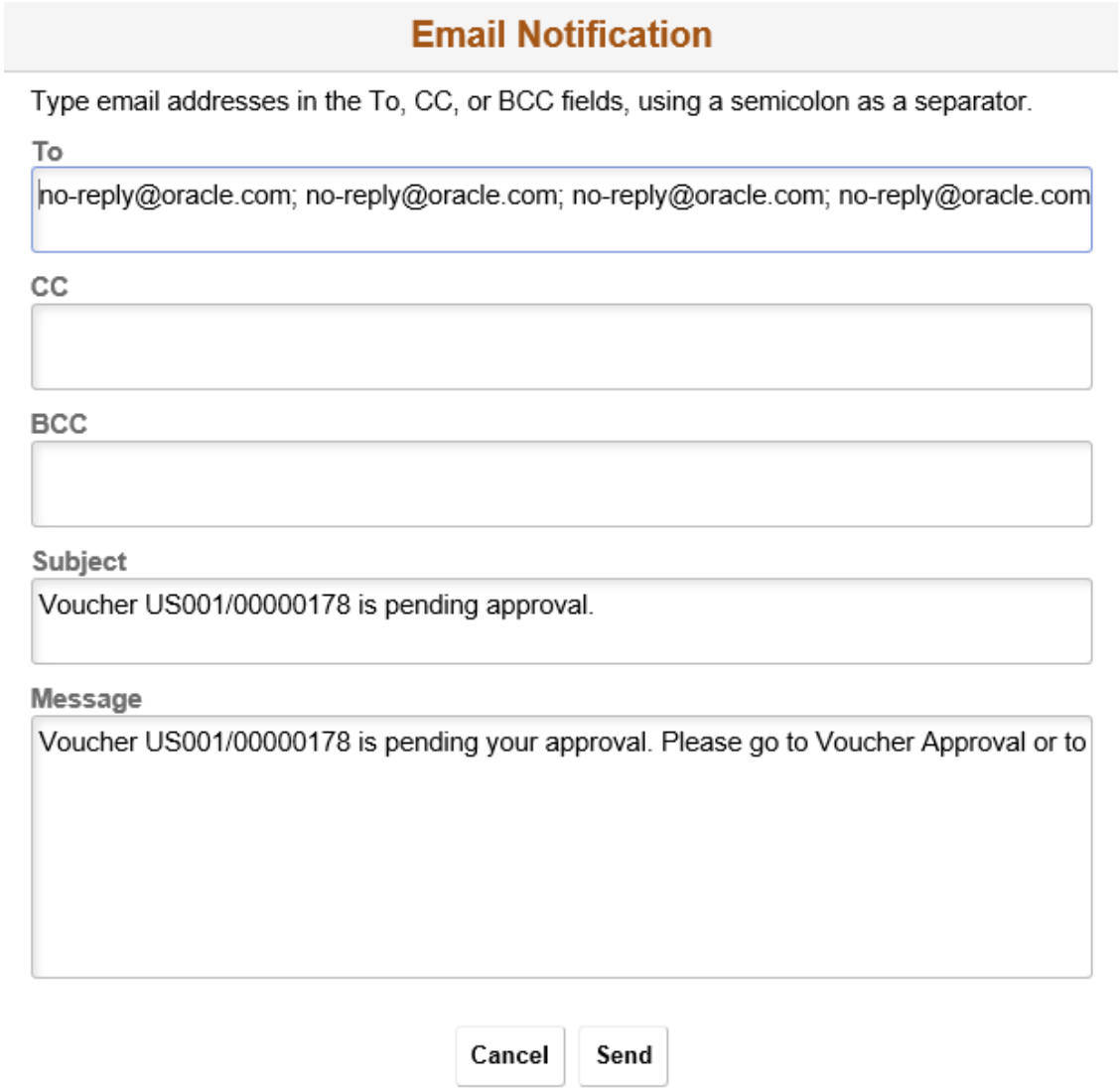
Email Notification Page

Use the Email Notification page (AP_EMAILER_FL_SCF) to notify one or more users if there are vouchers submitted for approval or vouchers rejected by approvers.

Navigation:

Select the Approver link from the Fluid Payables WorkCenter for a row on the Vouchers Submitted for Approval page or on the Vouchers Rejected by Approvers page.

This example illustrates the fields and controls on the Email Notification Page (Fluid) page.



Email Notification is a feature that has been added to PeopleSoft Fluid WorkCenters. The Email Notification option is added to the Approvers option.

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Field or Control	Description
To	Add the users to notify.
Subject and **Message**	The system adds this information based on the transactions selected from the previous page. You can add to and edit this field.

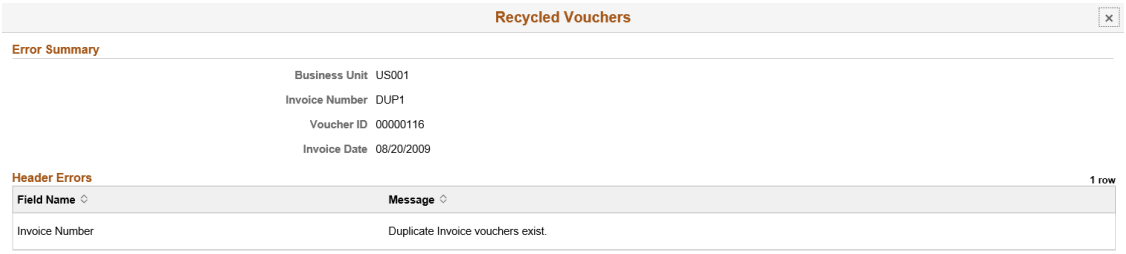
Error Summary Page

Use the Error Summary page to view the error summary and the details of the header errors for Recycled Vouchers, Budget Check Errors, and for Document Tolerance Exceptions.

Navigation:

Select the Number of Errors link from the Fluid Payables WorkCenter for a row on the Recycled Vouchers page, Budget Check Errors page, or the Document Tolerance Exceptions page.

This example illustrates the fields and controls on the Error Summary — Recycled Vouchers page.



Error Summary section is a feature that has been added to PeopleSoft Fluid WorkCenters for the Recycled Vouchers page, the Budget Check Errors page, and the Document Tolerance Exceptions page.

Using Work Management in the Payables WorkCenter

The PeopleSoft Fluid Payables WorkCenter can optionally use the Work Management framework, which is an Enterprise Components feature.

This topic discusses how to setup up Work Management for the Payables WorkCenter.

Understanding Work Management in the Payables WorkCenter

The purpose of the Work Management Framework is to view and manage transactions when they appear in the My Work section of the WorkCenter.

It is important to understand the Work Management Framework from a high-level perspective before applying it to PeopleSoft Payables. Please see Enterprise Components: Setting Up and Using the Work Management Framework for additional information. Some transaction categories that appear in the My Work section of a WorkCenter may not be a candidate for the Work Management framework and therefore are not delivered. However, you can enable this framework for transaction categories as well as related actions for delivered or custom transactions as needed.

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One or more people can work on Work Management transactions in your organization. If another user acts on a transaction, you can view the transactions assigned to that person by changing your view to *All Assigned.* This view displays all transactions regardless of who it is assigned to. Select the *Exception History* action and view the name in the **User Name** column to discover who is working on a transaction.

Setting Up Work Management for the Payables WorkCenter

This list provides the steps to setup the optional Work Management feature for the Payables WorkCenter.

1. Use the EOXC_USER role to access the Work Management setup pages.
2. Access the Enterprise Components: Work Management Link ID's Page.
3. Search for the corresponding Link ID (component ID) for each type of transaction where you want to use the Work Management feature.

   Payables pages and their corresponding Link ID are:

Link ID	Description
AP_INCOMPLETE_VOUCHER	Incomplete Vouchers
AP_INC_CONTROL_GROUP	Unverified Control Groups
AP_IMG_INVC_FOR_REVIEW	Image Invoices for Review
AP_SUPPLIER_MESSAGE	Messages from Suppliers
AP_RECYCLED_VOUCHER	Recycled Vouchers
AP_BUDGET_CHECK_ERROR	Budget Check Errors
AP_DOC_TOL_EXCEPTION	Document Tolerance Exceptions
AP_EXCEPTIONS	Match Exceptions
AP_PMNTRQST_FOR_REVIEW	Payment Requests for Review
AP_PMNTRQST_PND_APPRV	Payment Requests Pending Approval
AP_APPROVE_VENDOR	Suppliers Pending Approval
AP_SCHED_PMNT_HOLD	Scheduled Payment on Hold

4. Select the **View** button to access the Enterprise Components: Enable Work Mgmt Exception Page.
5. Select the **Enable** option to activate the Work Management feature for that transaction.
6. Follow instructions in the Enterprise Components documentation for the Enterprise Components: Enable Work Mgmt Exception Page to complete your setup.
7. Use the EOXC_USER role to access the Payables WorkCenter.

Payables WorkCenter Page - Incomplete Vouchers (Work Management Enabled)

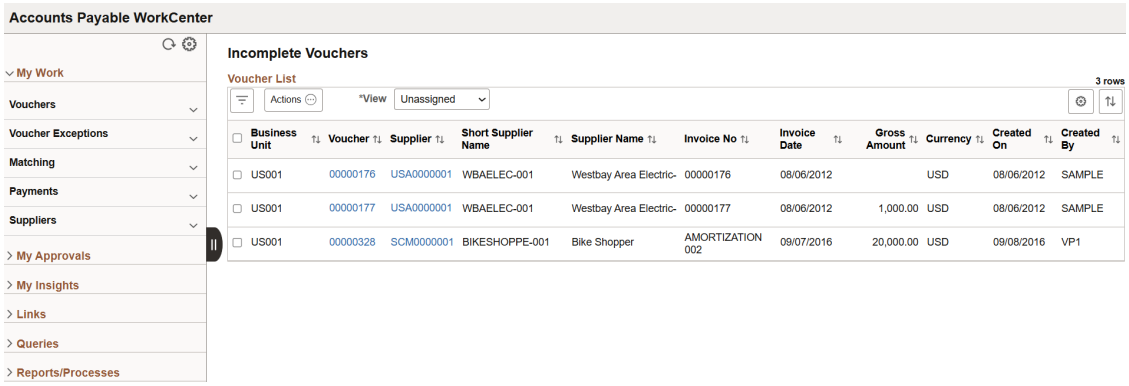
Use the Payables WorkCenter page when Work Management is enabled to access and manage outstanding transactions in various views.

Navigation

Select the Payables WorkCenter tile.

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This example illustrates the fields and controls on the Payables WorkCenter with Work Management enabled.



When Work Management is enabled, there are two changes on the WorkCenter page:

- The **View** drop-down box appears above the grid.
- Additional action options are added to the **Actions** button.
- The original action options remain. The additional (Work Management) action options depend on the **View** option selected.

  See Enterprise Components: Understanding the Work Management Framework, Actions by View section for more information.

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Analyzing Payables Using PeopleSoft Insights

Understanding PeopleSoft Insights for Payables

PeopleSoft Insights is an analytical engine that provides visual reports (visualizations) in the form of charts, tables, graphs and so on. The visualizations are based on queries that retrieve data from the PeopleSoft Search Framework.

Dashboard administrators use PeopleSoft Insights and the underlying analytics engine to create both dashboards and visualizations, which are then attached to dashboards. The dashboard can contain multiple visualizations. The visualization and dashboard are objects in PeopleSoft Insights, which must be imported into the PeopleSoft application.

Typically, a PeopleSoft user who has the Search Administrator role performs these tasks:

- Deploys dashboards.
- Configures dashboards as tiles or related information.
- Specifies user privileges for the dashboard.

  End users access dashboards based on user privileges.
- Imports dashboards.

> **Note**
>
> Oracle recommends that you do not modify or edit a delivered dashboard or visualization. You may copy a delivered visualization and then modify it as per your business requirements.

For more information, see *PeopleTools Search Technology*, “Working with Insights Dashboards for PeopleSoft Application Data", Understanding Application Data and Insights Dashboards.

For more information about PeopleSoft Search Framework, see Understanding PeopleSoft Insights Using PeopleSoft Search Framework.

Setting up Insights Dashboards for Payables

PeopleSoft Payables delivers Insights dashboards to analyze data using different visualizations.

To set up Insights dashboards for Payables:

1. Use the Deploy Search Definition page to deploy the search definition (PeopleTools, Search Framework, Administration, Deploy Search Objects).

   See Application Fundamentals: Search Definitions and Privileges for a list of Payables search definitions for PeopleSoft Insights dashboards.

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2. Use the Schedule Search Index page to run the Build Index process (PeopleTools, Search Framework, Administration, Schedule Search Index).

   The first time you run this process for a search index, you should always select *Full Index* as the **Indexing type**. You can run incremental indexes after that.

3. Use the Deploy Insights dashboards page to deploy the dashboard and the tile (PeopleTools, Search Framework, Administration, Deploy Insights Dashboards).

   When you deploy a dashboard, you are copying the dashboard from the PeopleSoft database to your instance of PeopleSoft Insights. The deployed dashboard is then available on the Saved Objects page in the Management section on the Insights home page. Use the Deploy Insights Dashboards page to deploy or update a dashboard. For more information on Deploying a Dashboard, see PeopleTools:Search Technology, Working with Insights Dashboards for PeopleSoft Application Data, Deploying a Dashboard.

4. Use the Application Fundamentals: Personalize Homepage Page to add the tile to a homepage.

5. Use the User Roles page to add the privileges to users (PeopleTools, Security, User Profiles, User Profiles).

   The PeopleSoft Payables privileges are:

   - Insights AP Edit Privilege
   - Insights AP View Privilege

See also Application Fundamentals: Search Definitions and Privileges for a list of all product privileges for PeopleSoft Insights dashboards.

The Payables Insights dashboards use these pages to fetch the default business unit and currency code filter values.

- Business Unit: Application Fundamentals: User Preferences - Overall Preferences Page.
- Currency code: Payables Options - Vouchering Options 1 Page.

Analyzing Payables Using PeopleSoft Insights

PeopleSoft Payables delivers the following Insights dashboards:

- Early Detection and Monitoring.
- Trend Analysis.
- AP Payment Metrics.
- AP Match Exception Insights.

Pages Used to Analyze Payables using Insights Dashboards

Use these pages to analyze Payables using PeopleSoft Insights dashboards.

Page Name	Definition Name	Usage
Early Detection and Monitoring Dashboard		To view the liability and payment exposures routed through vouchers.

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Page Name	Definition Name	Usage
Trend Analysis Dashboard		To view the liability exposure across financial periods by currency as well as the activity volume for the lines of business.
AP Payment Metrics Dashboard		To view the payment exposure by currency, term, and various payment methods for the lines of business.
AP Match Exception Insights		To view match exceptions summarized by voucher as well as by match exception if using the Match Exception Collaboration Center.

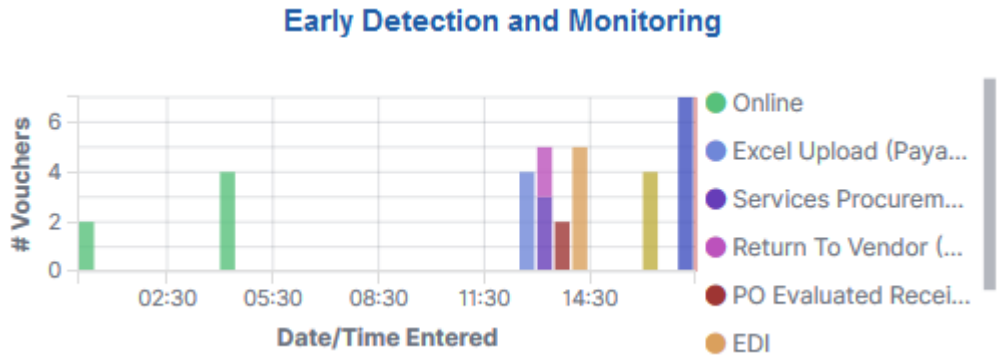
Early Detection and Monitoring Dashboard

Use the Early Detection and Monitoring tile to access the Insights visualizer page to view the liability and payment exposures routed through vouchers.

Navigation:

This tile can be placed on any PeopleSoft Fluid Home page. For additional information about how to add a tile to a PeopleSoft Fluid Home page, see *PeopleTools: Application User's Guide*, "Working With PeopleSoft Fluid User Interface", Working With Fluid Homepages, Managing Tiles, Adding Tiles to a Fluid Homepage.

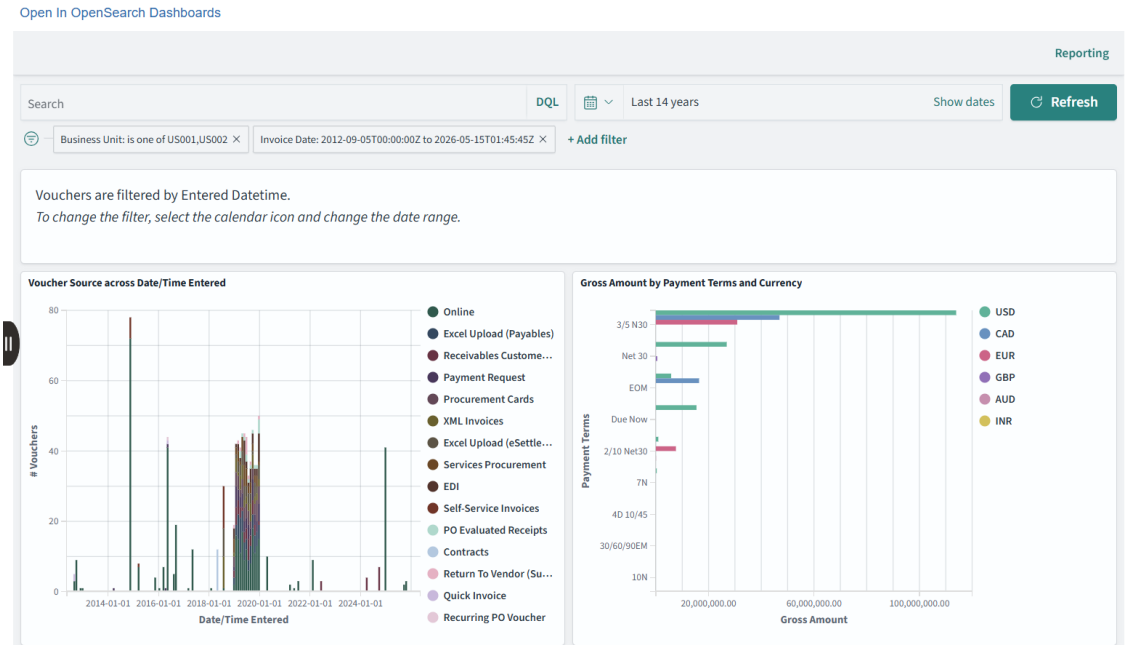
This example illustrates the fields and controls on the Early Detection and Monitoring tile.



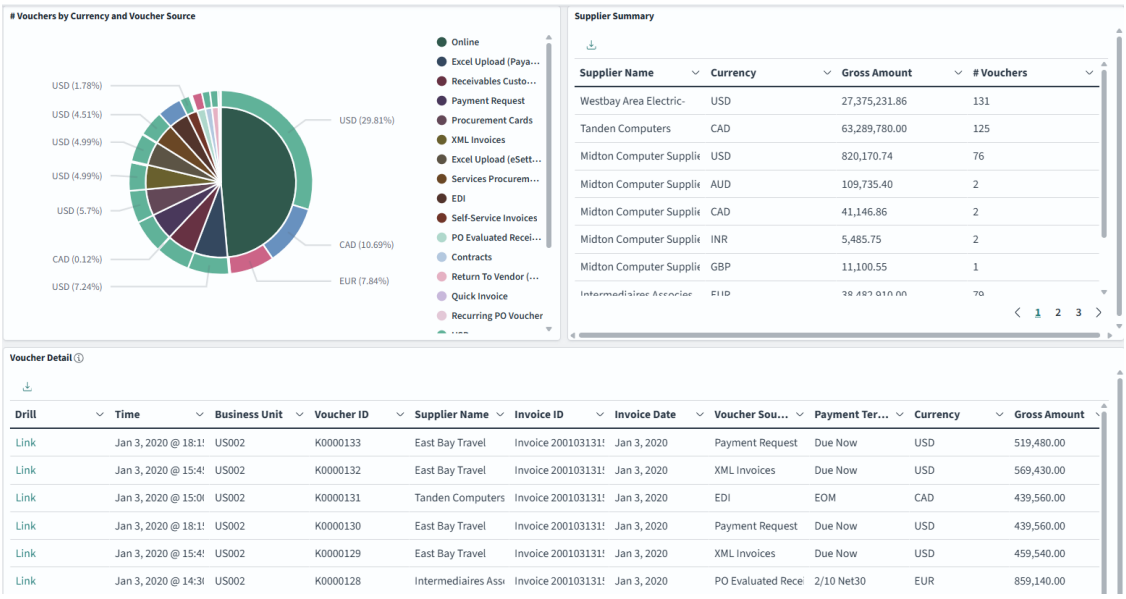
The Early Detection and Monitoring visualization helps you to view the liability and payment exposures that came in through vouchers created by batch processes and also that were manually entered. This dashboard is extremely time-sensitive. You must run incremental updates on the search index to synchronize OpenSearch with voucher information prior to your analysis.

This example illustrates the fields and controls on the Early Detection and Monitoring - Visualizer page (1 of 2). You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the Early Detection and Monitoring - Visualizer page (2 of 2). You can find definitions for the fields and controls later on this page.



To see the results on the dashboard, select a time to view the data based on a time range. Incremental updates must be run on the search index so that the vouchers are added to the OpenSearch index, and they will show up on the Insights dashboards.

The Insights visualizer for Early Detection and Monitoring has the following details:

Field or Control	Description
Voucher Source across Date/Time Entered	Provides the data for the vouchers entered by source and time period.

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Field or Control	Description
Gross Amount by Payment Terms and Currency	Provides the details about the vouchers booked by payment terms and currency.
# Vouchers by Currency and Voucher Source	Provides the details about the vouchers processed by source and currency.
Supplier Summary	Provides the details about the vouchers processed by Supplier, Currency, Amount and Count.
Voucher Detail	Displays a grid with the voucher level details for all the vouchers in consideration.

You can perform the following actions on the Early Detection and Monitoring - Visualizer page:

- Apply a filter to the data (like currency code), or apply multiple filters (like currency code and payment terms).
- Change the date range either using the Time picker or by selecting dates and times in a date histogram.
- Drill from the Saved Search (on the grid) to view the voucher in the Document Status page.
- View the visualization full screen.

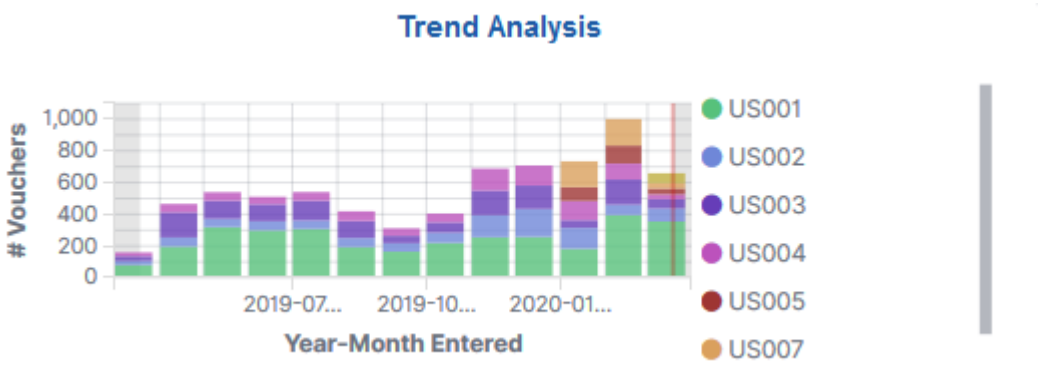
Trend Analysis Dashboard

Use the Trend Analysis tile to access the Insights visualizer page to view the liability exposure across financial periods by currency as well as the activity volume for the lines of business.

Navigation:

This tile can be placed on any PeopleSoft Fluid Home page. For additional information about how to add a tile to a PeopleSoft Fluid Home page, see *PeopleTools: Application User's Guide*, "Working With PeopleSoft Fluid User Interface", Working With Fluid Homepages, Managing Tiles, Adding Tiles to a Fluid Homepage.

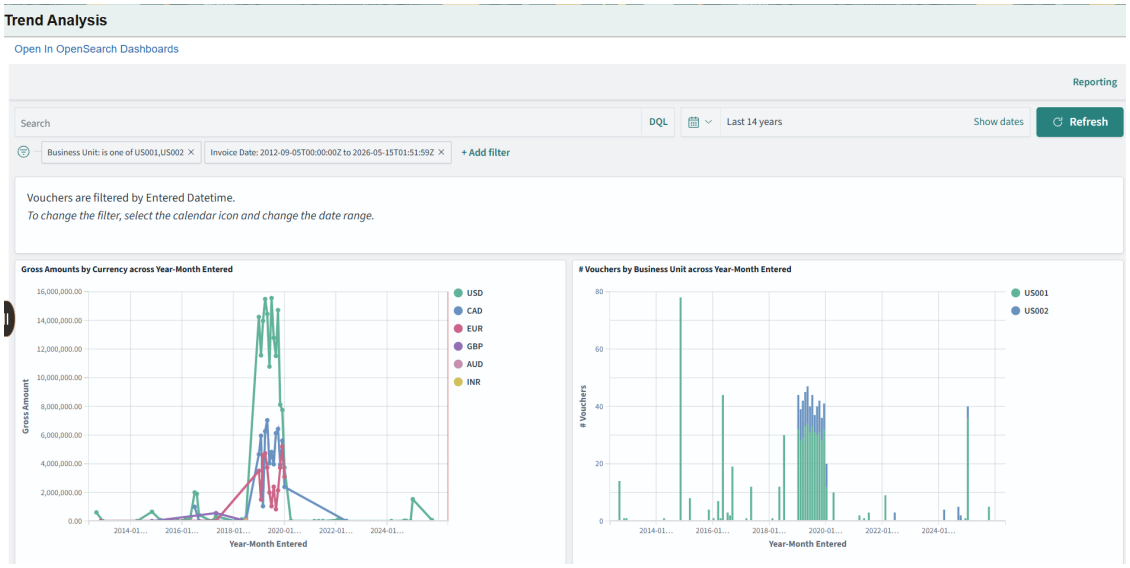
This example illustrates the fields and controls on the Trend Analysis Tile.



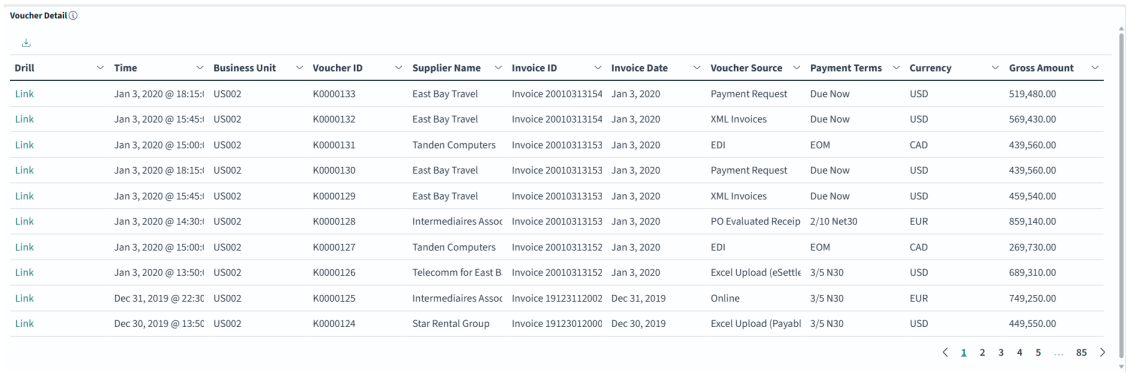
When you select the Trend Analysis tile, you can view the Trend Analysis dashboard on the Insights Visualizer page. The Trend Analysis dashboard is saved with a timeframe of Last 12 months. You can change the default timeframe of Last 12 Months to any other time frame by using the Timepicker icon.

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This example illustrates the fields and controls on the Trend Analysis - Visualizer 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 Trend Analysis - Visualizer page (2 of 2). You can find definitions for the fields and controls later on this page.



The Insights Visualizer for Trend Analysis has the following details:

Field or Control	Description
Gross Amounts by Currency across Year-Month Entered	Provides an activity trend for the vouchers entered over financial time periods, and the Gross Amount by currency.
# Vouchers by Business Unit across Year-Month Entered	Provides the details about the number of vouchers entered by lines of business over a time period of months and years.
Voucher Detail	Displays a grid with the voucher level details for all the vouchers in consideration.

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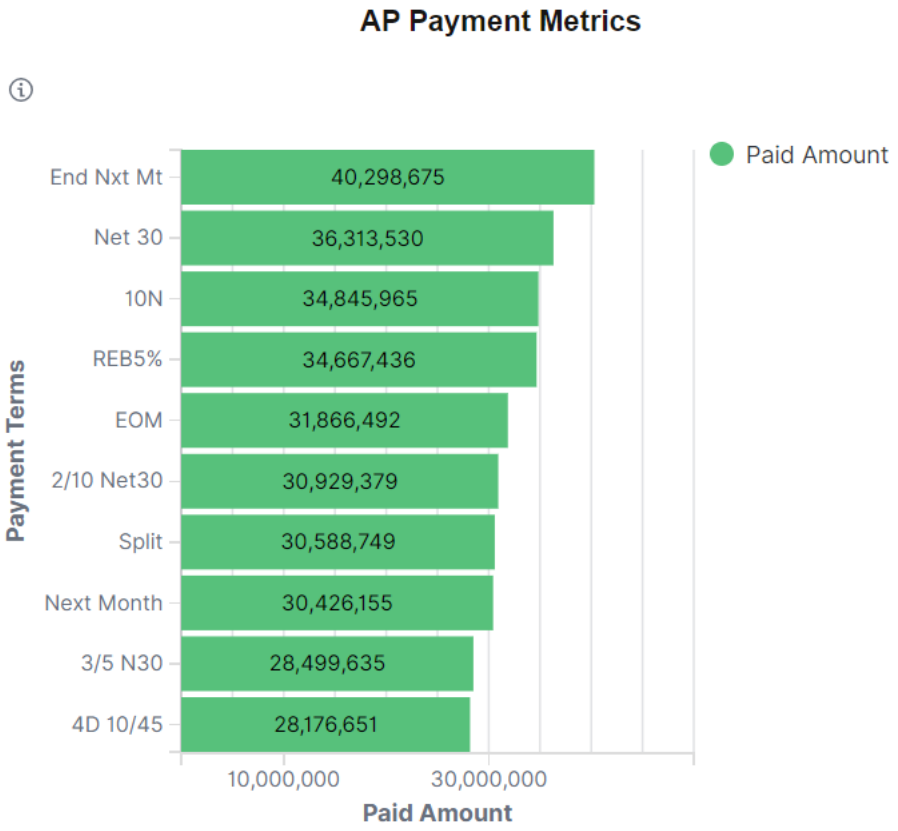
AP Payment Metrics Dashboard

Use the AP Payment Metrics tile to access the Insights visualizer to view the payment exposure by currency, term, and various payment methods for the lines of business.

Navigation:

This tile can be placed on any PeopleSoft Fluid Home page. For additional information about how to add a tile to a PeopleSoft Fluid Home page, see *PeopleTools: Application User's Guide*, "Working With PeopleSoft Fluid User Interface", Working With Fluid Homepages, Managing Tiles, Adding Tiles to a Fluid Homepage.

This example illustrates the fields and controls on the AP Payment Metrics Tile.



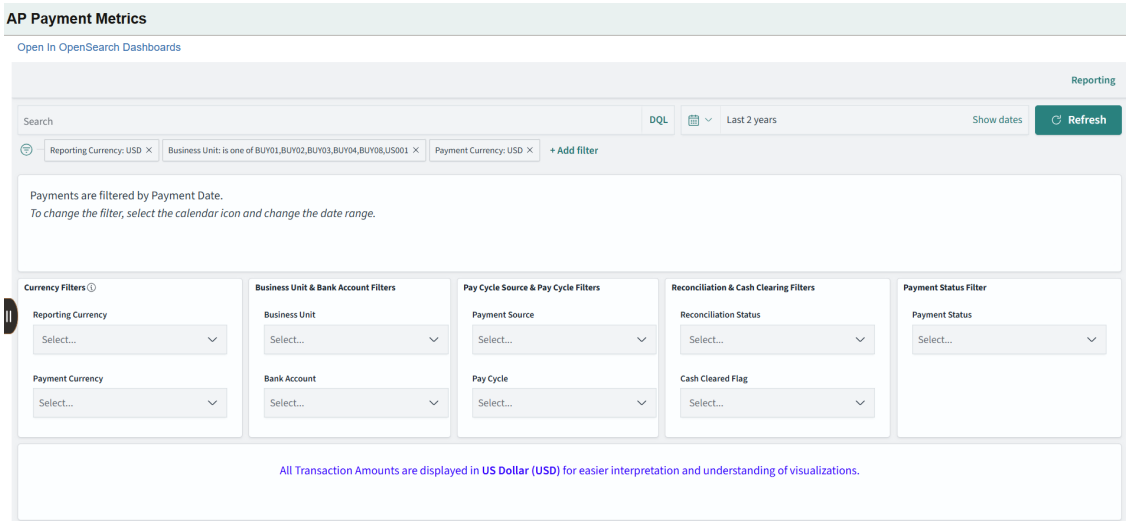
When you select the AP Payment Metrics tile, you can view the AP Payment Metrics dashboard. The AP Payment Metrics dashboard is saved with a time frame of Last two years. You can change the default time frame to any other time frame by using the Timepicker icon.

The visualizations and data displayed on the AP Payment Metrics dashboard can be filtered based on the delivered AP Payment Metrics Filters, such as Business Unit, Bank Account, Payment Source, Pay Cycle, Payment Status, Reconciliation Status, Reporting Currency and Payment Currency. Multiple filter values can be selected.

Data can also be filtered by selecting any categorical data within a visualization (for example, an individual bar in a bar graph). In addition, you can search for available filters or add additional filters.

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This example illustrates the fields and controls on the AP Payment Metrics page (1 of 5). You can find definitions for the fields and controls later on this page.



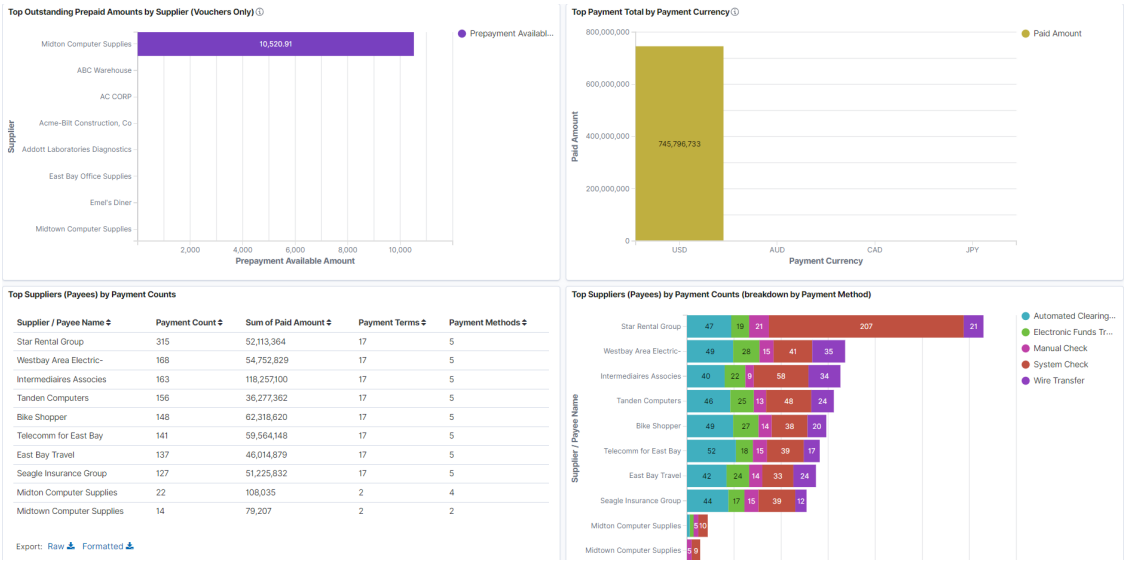
> **Note**
>
> AP Payment Metrics page (1 of 5) is a sample screenshot to show all the filters and the visualizations below are not displayed based on the options selected here.

This example illustrates the fields and controls on the AP Payment Metrics page (2 of 5). You can find definitions for the fields and controls later on this page.

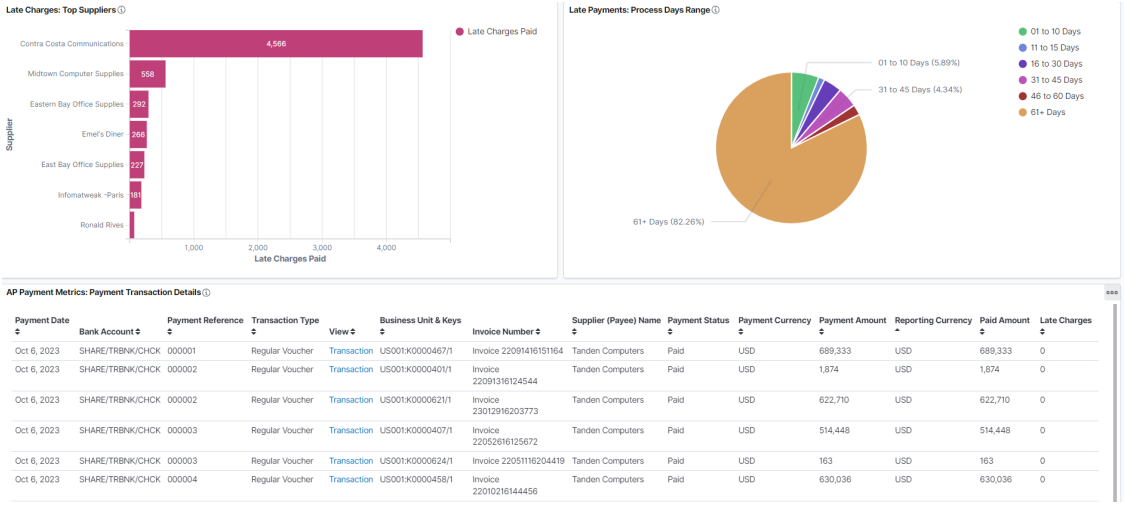


This example illustrates the fields and controls on the AP Payment Metrics page (3 of 5). You can find definitions for the fields and controls later on this page.

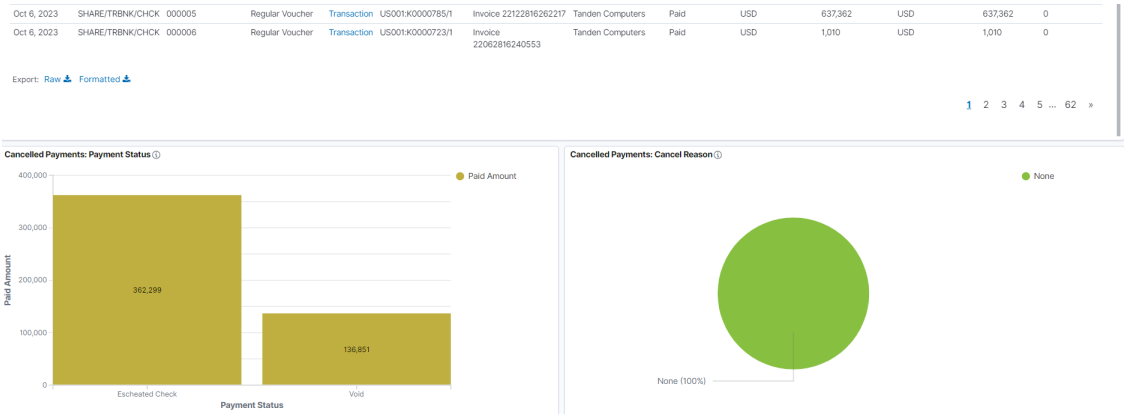
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This example illustrates the fields and controls on the AP Payment Metrics page (4 of 5). You can find definitions for the fields and controls later on this page.



This example illustrates the fields and controls on the AP Payment Metrics page (5 of 5). You can find definitions for the fields and controls later on this page.



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> **Note**
>
> All transaction amounts are converted to Insights reporting currency for better interpretation and understanding of visualizations. The Insights reporting currency is configured on the Application Fundamentals: Installation Options - Payables Page.

The visualizations for AP Payment Metrics has the following details:

Field or Control	Description
Top Payment Total by Payment Term	Provides the visualization of total payment made in various payment terms.
Discount Analysis	Provides the visualization amount for discount loss and discount taken.
Top Payment Total by Payment Method	Provides the visualization of total payment made using various payment methods.
Trending Payment Counts per Payment Method	Provides the visualization of payment counts made using various payment methods.
Top Outstanding Prepaid Amounts by Supplier	Provides the visualization for sum of all outstanding prepayment amount for prepaid voucher by the supplier.
Top Payment Total by Payment Currency	Provides the visualization of total payment made in various currency codes.
Top Suppliers by Payment Counts	Provides the list of top suppliers by payment counts.
Top Suppliers by Payment Counts (breakdown by Payment Method)	Provides the visualization of top suppliers by payment counts.
Late Charges: Top Suppliers	Provides the visualization of highest amount of late charges paid by various suppliers.
Late Payments: Process Days Range	Provides the visualization of late payments based on number of days.
AP Payment Metrics Details	Displays a detailed list of payments data shown in the visualizations. Use the *Transaction* hyperlinks to view further details about the payment and modify the information as needed.
Cancelled Payments: Payment Status	Provides the visualization for cancelled payments for various payment statuses.
Cancelled Payments: Cancel Reason	Provides the visualization for cancelled payments based on a cancel reason.

AP Match Exception Insights

Use the AP Match Exception Insights tile to access the insights visualizer to view the match exceptions summarized by voucher as well as by match exception if using the Match Exception Collaboration Center (MECC). For more information on MECC, see Understanding Match Exception Collaboration Center.

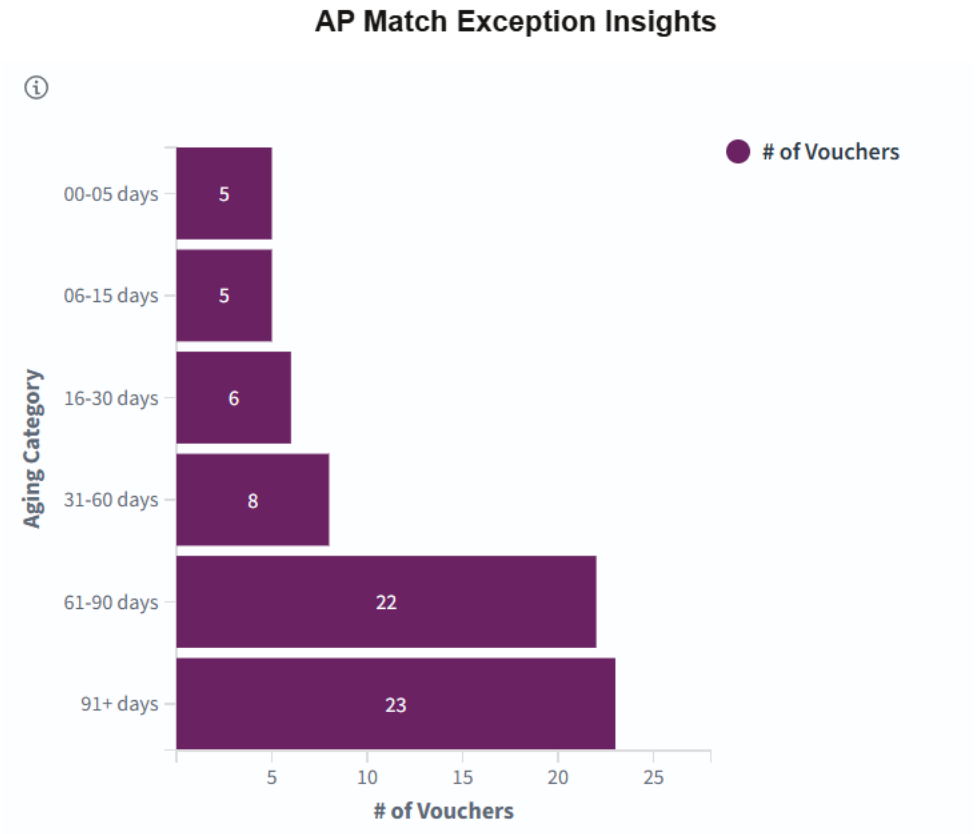
Navigation:

This tile can be placed on any PeopleSoft Fluid Home page. For additional information about how to add a tile to a PeopleSoft Fluid Home page, see *PeopleTools: Application User's Guide*,

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"Working With PeopleSoft Fluid User Interface", Working With Fluid Homepages, Managing Tiles, Adding Tiles to a Fluid Homepage.

This example illustrates the fields and controls on the AP Match Exceptions Insights Tile.



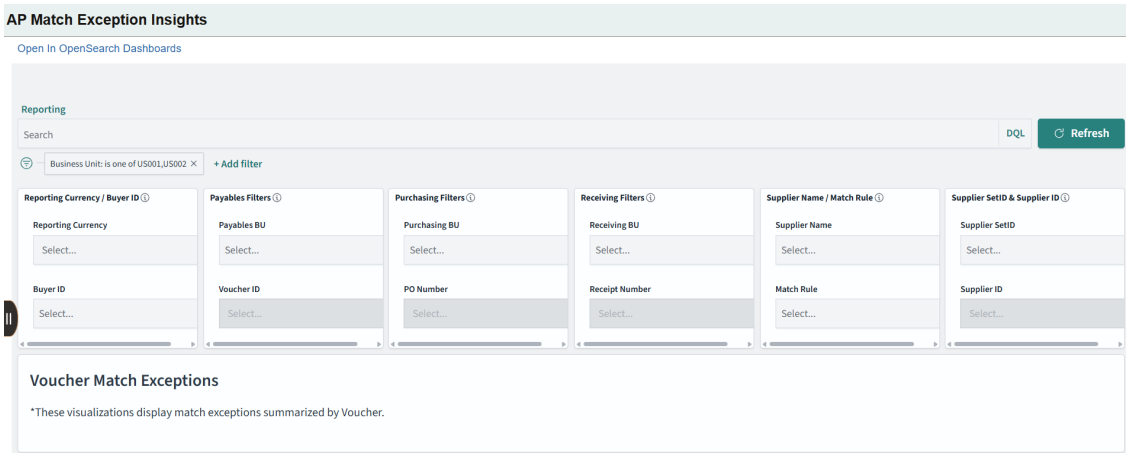
The visualizations and data displayed on the AP Match Exception Insights dashboard can be filtered based on various filters, such as Reporting Currency, Buyer ID, Payables BU, Voucher ID, Purchasing BU, PO Number, Receiving BU, Receipt Number, Supplier Name, Match Rule, Supplier SetID and Supplier ID. Multiple filter values can be selected.

If the reporting currency is different from the voucher's currency, you need to run full builds for both the search indexes (EP_AP_MTCHEX_MECC_OSD and EP_AP_MTCHEX_VCHR_OSD) for the visualizations to have accurate reporting amounts.

If MECC is enabled, then the match exceptions are displayed based on the user preferences. For more information, see *Exception Collaboration Authority* in Application Fundamentals: User Preferences – Payables Online Vouchering Page.

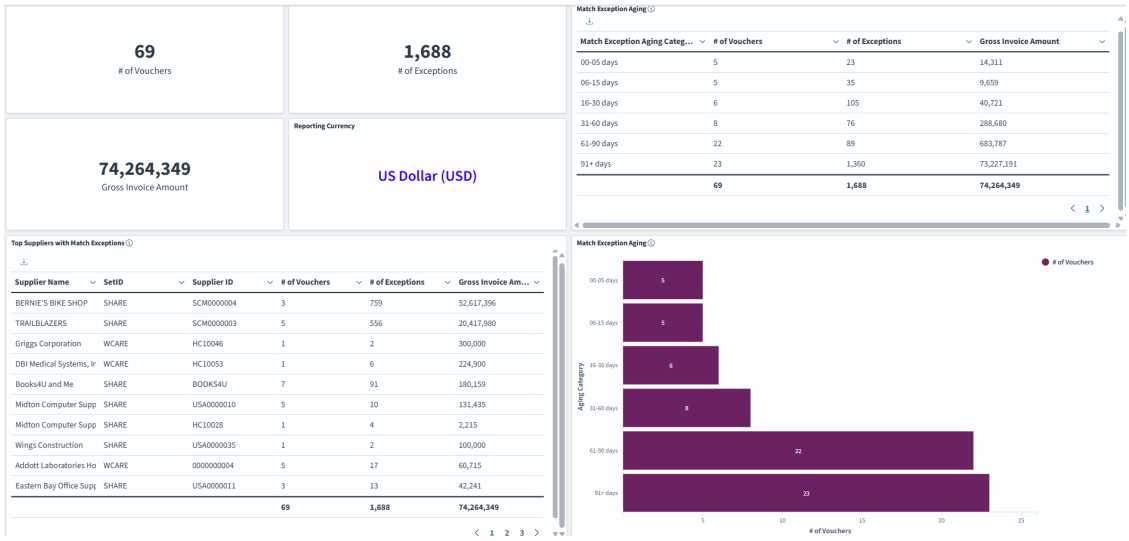
This example illustrates the fields and controls on the AP Match Exception Insights page (1 of 6). You can find definitions for the fields and controls later on this page.

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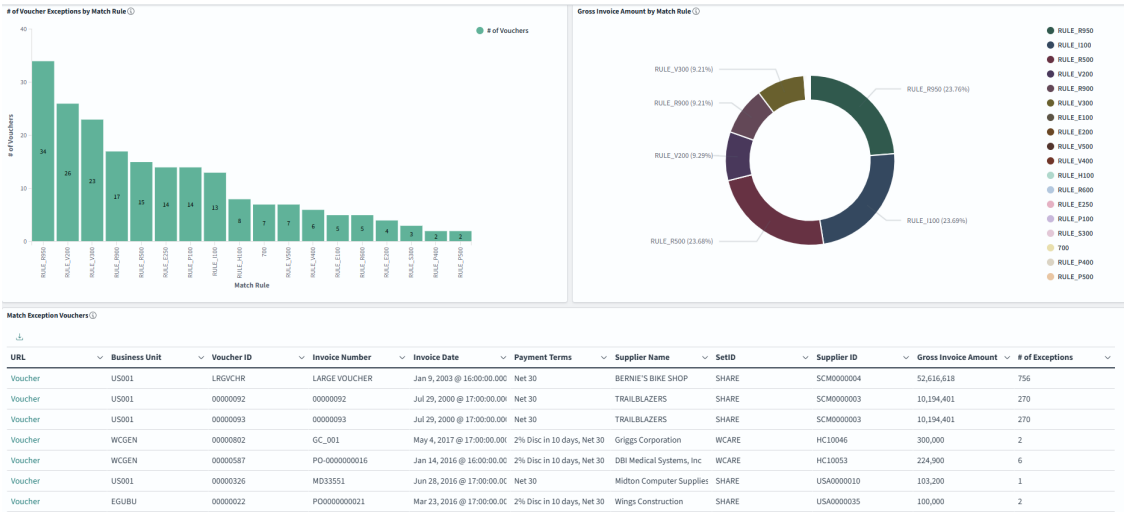
> **Note**
>
> AP Match Exception Insights page (1 of 6) is a sample screenshot to show all the filters and the visualizations below are not displayed based on the options selected here.

This example illustrates the fields and controls on the AP Match Exception Insights page (2 of 6). You can find definitions for the fields and controls later on this page.



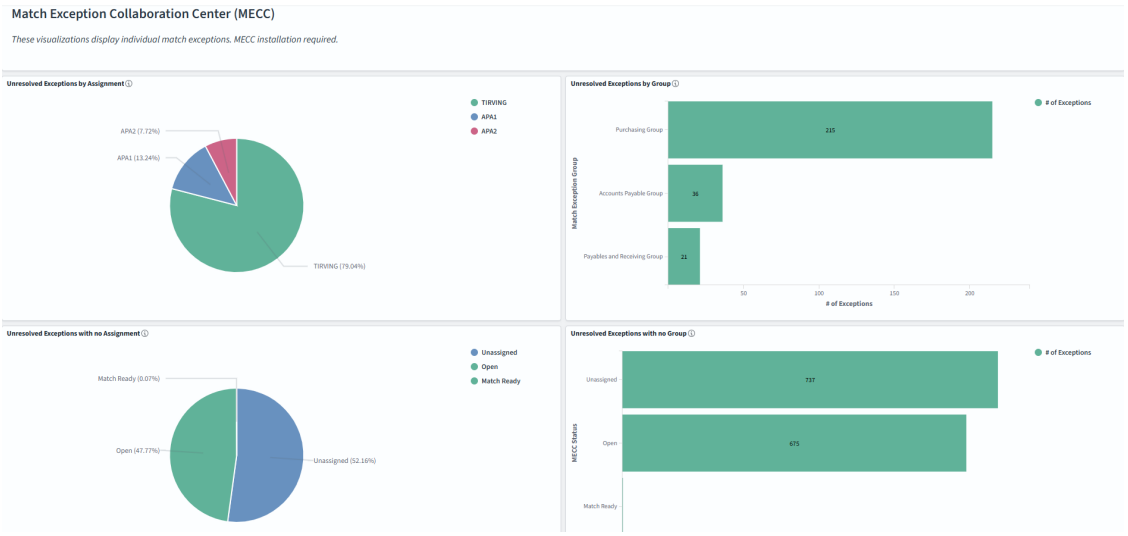
This example illustrates the fields and controls on the AP Match Exception Insights page (3 of 6). You can find definitions for the fields and controls later on this page.

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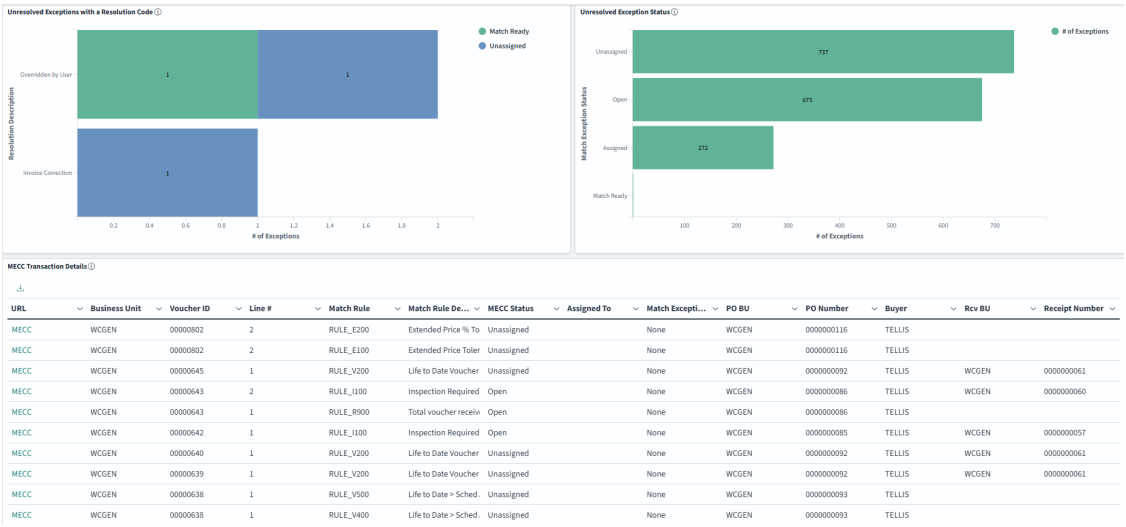
URL	Business Unit	Voucher ID	Invoice Number	Invoice Date	Payment Terms	Supplier Name	SetID	Supplier ID	Gross Invoice Amount	# of Exceptions
Voucher	US001	LRGVCHR	LARGE VOUCHER	Jan 9, 2003 @ 16:00:00.000	Net 30	BERNIE'S BIKE SHOP	SHARE	SCM0000004	52,616,618	756
Voucher	US001	00000092	00000092	Jul 29, 2000 @ 17:00:00.000	Net 30	TRAILBLAZERS	SHARE	SCM0000003	10,194,401	270
Voucher	US001	00000093	00000093	Jul 29, 2000 @ 17:00:00.000	Net 30	TRAILBLAZERS	SHARE	SCM0000003	10,194,401	270
Voucher	WCGEN	00000802	GC_001	May 4, 2017 @ 17:00:00.000	2% Disc in 10 days, Net 30	Griggs Corporation	WCARE	HC10046	300,000	2
Voucher	WCGEN	00000587	PO-0000000016	Jan 14, 2016 @ 16:00:00.000	2% Disc in 10 days, Net 30	DBI Medical Systems, Inc	WCARE	HC10053	224,900	6
Voucher	US001	00000326	MD33551	Jun 28, 2016 @ 17:00:00.000	Net 30	Midton Computer Supplies	SHARE	USA0000010	103,200	1
Voucher	EGUBU	00000022	PO0000000021	Mar 23, 2016 @ 17:00:00.000	2% Disc in 10 days, Net 30	Wings Construction	SHARE	USA0000035	100,000	2

This example illustrates the fields and controls on the AP Match Exception Insights page (4 of 6). You can find definitions for the fields and controls later on this page.



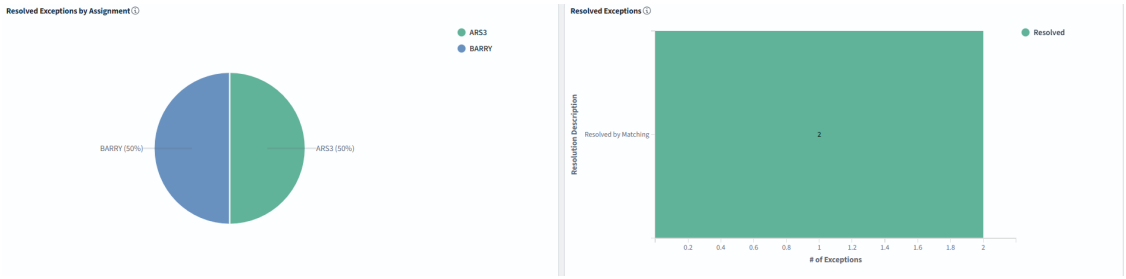
This example illustrates the fields and controls on the AP Match Exception Insights page (5 of 6). You can find definitions for the fields and controls later on this page.

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URL	Business Unit	Voucher ID	Line #	Match Rule	Match Rule De...	MECC Status	Assigned To	Match Excepti...	PO BU	PO Number	Buyer	Rcv BU	Receipt Number
MECC	WCGEN	00000802	2	RULE_E200	Extended Price % To	Unassigned		None	WCGEN	0000000116	TELLIS		
MECC	WCGEN	00000802	2	RULE_E100	Extended Price Toler	Unassigned		None	WCGEN	0000000116	TELLIS		
MECC	WCGEN	00000645	1	RULE_V200	Life to Date Voucher	Unassigned		None	WCGEN	0000000092	TELLIS	WCGEN	0000000061
MECC	WCGEN	00000643	2	RULE_I100	Inspection Required	Open		None	WCGEN	0000000086	TELLIS	WCGEN	0000000060
MECC	WCGEN	00000643	1	RULE_R900	Total voucher receiv	Open		None	WCGEN	0000000086	TELLIS		
MECC	WCGEN	00000642	1	RULE_I100	Inspection Required	Open		None	WCGEN	0000000085	TELLIS	WCGEN	0000000057
MECC	WCGEN	00000640	1	RULE_V200	Life to Date Voucher	Unassigned		None	WCGEN	0000000092	TELLIS	WCGEN	0000000061
MECC	WCGEN	00000639	1	RULE_V200	Life to Date Voucher	Unassigned		None	WCGEN	0000000092	TELLIS	WCGEN	0000000061
MECC	WCGEN	00000638	1	RULE_V500	Life to Date > Sched.	Unassigned		None	WCGEN	0000000093	TELLIS		
MECC	WCGEN	00000638	1	RULE_V400	Life to Date > Sched.	Unassigned		None	WCGEN	0000000093	TELLIS		

This example illustrates the fields and controls on the AP Match Exception Insights page (6 of 6). You can find definitions for the fields and controls later on this page.



There are 4 metrics at the top that summarizes the Voucher Match exceptions. The metrics gives the following information:

- Number of vouchers that have at least one match exception.
- Number of match exceptions.
- Sum of the gross invoice amount for all vouchers that have at least one match exception.
- Selected reporting currency. If there are mixed currencies, a warning message appears.

The following visualizations for AP Match Exception Insights display match exceptions summarized by voucher.

Field or Control	Description
Match Exception Aging	Provides aging of match exceptions along with the gross invoice amount and number of vouchers for each Aging Category.
Top Suppliers with Match Exceptions	Provides the list of top suppliers with match exceptions.
# of Voucher Exceptions by Match Rule	Provides the number of voucher for each match rule exception.
Gross Invoice Amount by Match Rule	Provides the gross invoice amount for each match rule.

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Field or Control	Description
Match Exception Vouchers	Provides a data table that can be downloaded to Excel. Click the *Voucher* link to view the voucher details.

The following visualizations require Match Exception Collaboration Center (MECC) to be installed.

Field or Control	Description
Unresolved Exceptions by Assignment	Provides the visualization showing number of unresolved exceptions assigned to each user ID.
Unresolved Exceptions by Group	Provides the visualization showing the number of unresolved exceptions assigned automatically by a Match Exception Group rule.
Unresolved Exceptions with no Assignment	Provides the visualization showing the number of unresolved exceptions that are not assigned to any user ID.
Unresolved Exceptions with no Group	Provides the visualization showing the number of unresolved exceptions by MECC Status that were not assigned by a Match Exception Group rule.
Unresolved Exceptions with a Resolution Code	Provides the visualization showing the number of unresolved exceptions that have a Resolution Code.
Unresolved Exception Status	Provides the visualization showing the number of unresolved exceptions by MECC status.
MECC Transaction Details	Provides a data table that can be downloaded to Excel. Click the *MECC* link to view the MECC transaction in the Match Exception Detail page.
Resolved Exceptions by Assignment	Provides the visualization showing the number of resolved exceptions for each user ID.
Resolved Exceptions	Provides the visualization showing the number of resolved exceptions by Resolution Description.

For additional information on managing match exceptions using Match Exception Collaboration Center, see Managing Match Exceptions using Match Exception Collaboration Center.

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Using Quick Invoices

Understanding Quick Invoices and Summary Invoices

This section discusses:

- Quick invoice overview.
- Purchase order and receiver copy functionality for quick invoices.
- Summary invoice processing.
- Voucher build processing logic for associating voucher lines with purchase order and receiver lines.
- Quick Invoice Entry component configuration.

Quick Invoice Overview

The Quick Invoice Entry component (VCHR_QUICK_PNL) provides efficient data entry for large volumes of similar invoices and invoices for which you can use defaults to complete most of the voucher details. The Quick Invoice Entry component contains minimal online edits; default and edit processing are handled by the Voucher Build Application Engine process (AP_VCHRBLD). This makes the component easy to configure and upgrade and offers improved performance when saving data.

The Quick Invoice Entry component enables you to enter minimal invoice information, such as the business unit, supplier ID, invoice ID, invoice date, and merchandise amount. The Voucher Build process completes the other required fields for the voucher records using defaults from the PeopleSoft Payables control hierarchy. You can also use the Quick Invoice Entry component to copy purchase order and receiver information to create vouchers—either by copying purchase orders and receivers directly to the quick invoice at the time of entry, or by specifying key field information for the Voucher Build process to use in associating voucher lines with specific purchase order or receiver schedule lines. You can also set up session defaults that automatically populate voucher fields for an entire session, and you can override those defaults for a particular voucher.

The Quick Invoice Entry component comes with two templates: the complete worksheet and the simple worksheet.

The add and search page of both worksheets display the **Freight Amount, Misc Charge Amount** (miscellaneous charge amount) and **Sales Tax Amount** fields. When you complete these fields, the system uses the values to automatically populate the worksheet's Balancing region.

Both worksheets display four invoice lines by default; the system automatically deletes any unused lines when you click Save. Use the Session Defaults page to modify the number of lines that display.

The complete worksheet enables you to enter more voucher line information than the simple worksheet. If you have a purchase order-related voucher and want to copy from a purchase order or receiver, select the complete worksheet. On the complete worksheet, you can enter

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multiple invoice and distribution lines. In addition, you can copy purchase orders (POs) and receivers to the voucher lines or specify PO and receiver default information for the Voucher Build process to use in locating POs and receivers for completing the voucher. The complete worksheet also enables you to limit the number of voucher lines and distribution lines called up when you open a quick invoice voucher in update mode.

The simple worksheet is the default worksheet. It provides minimal voucher header and voucher line entry, leaving it up to the Voucher Build process to use the session defaults and the PeopleSoft Payables control hierarchy to fill in the rest. The combined voucher line and distribution line facilitate data entry for supplier invoices that have a limited number of ChartField distributions requiring entry. You should use the simple worksheet for vouchers with no associated purchase order. The simple worksheet also has these restrictions:

- A single distribution line per voucher line.
- No copying of purchase orders or receivers.

Both simple and complete worksheets enable you to:

- Enter and apply prepayment vouchers.
- Use on-demand processing functionality, running on-demand processes such as Voucher Build, Matching, Document Tolerance, Budget Checking, Voucher Post, and Journal Generate.
- Perform on-demand combination-edit and balancing functions above and below the invoice line level.

You can configure either worksheet to your organization's particular needs.

You also use the Quick Invoice Entry component in the update/display mode for reviewing vouchers staged by the Voucher Build process to PeopleSoft Payables from external sources, as well as for correcting Voucher Build process pre-edit errors.

> **Note**
>
> If financial sanctions validation is enabled at the installation level, and the supplier has a financial sanctions status of *Review* or *Blocked,* the system displays a warning message that the supplier is under financial sanctions review. You can save the voucher, however, the system does not allow payments to suppliers with a financial sanctions status of *Review* or *Blocked.*
>
> If you enable financial sanctions at the installation level, the system validates the supplier against financial sanctions lists (for example, the Specially Designated Nationals (SDN) list) when you attempt to save the quick invoice. The system does not perform validation during quick invoice entry if you enable financial sanctions at the bank level.

See PeopleSoft Source to Settle Common Information: Financial Sanctions Validation and Transaction Processing.

Related Topics

- Quick Invoice Page
  Use the Quick Invoice (complete worksheet) page (VCHR_HEADER_QV) to enter and update invoice header, line, and distribution information, along with PO and receiver details for the Voucher Build process to use in building a voucher.

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- Quick Invoice Page (simple worksheet)
  Use the Quick Invoice (simple worksheet) page (VCHR_HEADER_QV2) to enter and update invoice header, line, and distribution information for the Voucher Build process to build into a voucher.

Purchase Order and Receiver Copy Functionality for Quick Invoices

There are two ways to use purchase order and receiver information to complete quick invoice vouchers:

- Copy information directly to the quick invoice.
- Specify information for the Voucher Build process to use in building voucher lines.

Copy Purchase Orders or Receivers to the Quick Invoice

To copy a purchase order or receiver directly to the quick invoice voucher at the time of entry, use the Copy PO or Copy Worksheet feature, just as you would in the Voucher component (VCHR_EXPRESS). You must use the complete worksheet.

> **Note**
>
> If you voucher only a partial quantity of a purchase order line that you have copied, the Voucher Build process prorates the partial quantity down to the voucher distribution lines.

See Copying Source Documents to Create Vouchers Online.

Specify Purchase Order and Receiver Information for the Voucher Build Process to Use in Building Voucher and Distribution Lines

To specify purchase order and receiver field values for the Voucher Build process to use in locating and copying purchase order and receiver lines to the voucher:

1. Enter a voucher in the Quick Invoice Entry component using the complete worksheet, and specify identifying information about the purchase order or receiver (or both) on the voucher line and in the PO/Receiver defaults fields, ignoring the distribution information.

   See Voucher Build Processing Logic for Associating Voucher Lines with Purchase Order and Receiver Lines.
2. Save the voucher.
3. Run the Voucher Build process.

   The Voucher Build process attempts to find the purchase order or receiver line.

   If it finds the information, the process retrieves the additional line information from the purchase order or receiver, as well as default voucher header data.

   If the voucher has multiple purchase orders, the Voucher Build process uses the information from the purchase order on the first voucher line to populate voucher header information.

   The system uses similar copy logic when copying purchase order payment terms and accounting template information. When you select multiple lines from different purchase order at the same time, the data (payment term and/or accounting entry template data values) from the first purchase order is copied into voucher. However, for any subsequently

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copied purchase order lines, the data values of the first purchase order line overwrites the existing data (payment terms and/or accounting entry template) in the voucher.

If the Voucher Build process fails to match the voucher line to a purchase order or receiver line, the process generates a pre-edit error, which you can review on the Voucher Build Error Detail page.

The process copies the distribution information from the purchase order or the receiver. The process then prorates the distributions from the amount on the invoice line.

Related Topics

- Understanding Voucher Build Processing
  PeopleSoft Payables provides the Voucher Build process to build vouchers in batch from various source transactions, including transactions originating from third-party systems.

Summary Invoice Processing

The Summary Invoice Entry component (VCHR_SUMM_PNL) enables you to enter minimal invoice and purchase order information, such as supplier, PO number, invoice number, invoice date, nonmerchandise amounts, and gross amount, to create a voucher. You do not enter voucher line or distribution line information. The Voucher Build process builds the voucher from the selected purchase order and associated receipts.

Establish tolerance levels to validate the source document's merchandise amount against the invoice's merchandise amount. If the differences falls within the tolerance levels, the system applies the difference to a tolerance miscellaneous charge code specified on the Payables Definition - Summary Invoice page. This reconciliation allows the summary invoice to be balanced and the Voucher Build process to create a voucher. If the difference falls outside the tolerance levels, the system assigns the summary invoice a voucher build status of *Tolerance.* The Voucher Build process does not select invoices with a voucher build status of *Tolerance.* Use the Quick Voucher Entry component to resolve these differences.

To create a voucher using the Summary Invoice Entry component:

1. Enter invoice and purchase order information in the add and search page or the Summary Invoice Entry page.
2. Copy receiver or purchase order information to the summary invoice.

   The system first searches for receiver information to copy. If it cannot locate this information, it then searches for and copies purchase order information.
3. Compare input invoice information with the purchase order and receiver information.
4. Save the voucher.

   Once you save the summary invoice, access the summary invoice using the Quick Invoice Entry component for further updating before the Voucher Build process creates the voucher.
5. Run the Voucher Build process.

   The Voucher Build process uses the same logic for copying a single purchase order and receiver information to the voucher as the it does for creating vouchers from the Quick Invoice Entry component.

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> **Note**
>
> The system does not copy sales tax, use tax, and value-added tax (VAT) amounts from the purchase order. You must enter these amounts. Also, if you enter freight and miscellaneous amounts, these amounts override any amounts that were entered on the purchase order.

Related Topics

- Entering Summary Invoices
  This section discusses how to enter summary invoices.

Voucher Build Processing Logic for Associating Voucher Lines with Purchase Order and Receiver Lines

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

There are two ways of building vouchers from purchase orders or receivers:

- You can copy purchase orders or receivers directly to the voucher, either by using the Copy PO function or a copy worksheet.
- You can enter identifying information about the purchase order or receiver (or both) in the other PO/Receiver default fields (and on the voucher header and lines).

  The Voucher Build process uses this information to locate purchase order and receiver lines and builds the voucher from them. The fields required to successfully build voucher lines from receiver and purchasing order lines depend on the processing logic used by the Voucher Build process—either the logic defined by the voucher build code that you enter or, if you don't enter a voucher build code, the default processing logic.

> **Note**
>
> You copy and associate purchase order and receiver information to the summary invoice using the Summary Invoice Entry component.

If you do not specify a voucher build code for the quick invoice, the following default association criteria apply:

1. The Voucher Build process attempts to match voucher lines to receivers before purchase orders:
   - The voucher line matches if the receiver business unit, receiver ID, and receiver line number are specified on the voucher and match the receiver.

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- If no receiver line number is specified on the voucher line, the voucher line can still match to a receiver if the receiver business unit, receiver ID, inventory item ID, and quantity are specified and match.
- If no receiver ID or receiver line number is specified on the voucher line, the voucher line can still match to a receiver if the packing slip, carrier ID, bill of lading, or invoice ID from the voucher header is specified and matches the receipt line *and both* the inventory item ID and quantity are specified and match.
- If the quantity is specified on the voucher line, it must match the quantity on the receiver line.
- If a unit of measure is specified on the voucher line, it must match the receiver line.

2. If there is no match to a receiver, the Voucher Build process attempts to match a purchase order:
   - The voucher line matches if the PO business unit, PO ID, PO line number, and PO schedule are specified on the voucher and match the purchase order.
   - If no PO line number or PO schedule is specified on the voucher line, the voucher line can still match a purchase order if the PO business unit, PO ID, inventory item ID, and quantity are specified and match.
   - If the quantity is specified on the voucher line, it must match the quantity on the PO schedule.
   - If a unit of measure is specified on the voucher line, it must match the PO schedule.

> **Note**
>
> Purchase orders and their associated receivers that are marked with the procurement card (PCard) settlement method cannot be processed through Voucher Build association logic.

See Understanding Source Document Copy Functionality.

If this default association logic does not meet the organization's needs and you do not want to rely solely on voucher build codes to override the logic, you can modify it by using these tools:

- To deactivate the default logic, make section AP_VB_BLDCD.XUSRDFLTStep01 active.
- To have separate default logic for receivers, make section AP_VB_BLDCD.XUSRDFLTStep02 active and populate the PeopleCode clauses by using dynamic SQL code.
- To have separate default logic for POs, make section AP_VB_BLDCD.XUSRDFLTStep03 active and populate the PeopleCode clauses by using dynamic SQL code.

> **Note**
>
> Test any new dynamic SQL thoroughly.

Related Topics

- PeopleSoft Source to Settle Common Information: Specifying Voucher Build Criteria

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Quick Invoice Entry Component Configuration

Configuring the Quick Invoice Entry component is relatively simple. For example, there are fields in the table structure underlying the component (such as VAT-related fields) that are not included in the component but which you can easily add if they suit your business requirements.

Component configuration should only be performed by persons with PeopleTools training and experience.

Prerequisites

Before entering and processing quick invoices and summary invoices, you must set up the standard procurement control tables and establish the PeopleSoft Payables control hierarchy, including entering approved suppliers in the system. In addition, you:

- (Optional) Define summary invoice tolerance levels on the Payables Definition - Summary Invoice page.
- (Optional) Define tolerance miscellaneous charge codes on the Misc Charge/Landed Cost Defn (miscellaneous charge/landed cost definition) page if you use summary tolerances.
- (Optional) Define tolerance ChartFields on the Accounting Entry Template page for nonprorated tolerance miscellaneous charge codes.
- (Optional) Define voucher build criteria on the Voucher Build Code Definition page if you want to use voucher build codes.
- (Optional) Define the business unit combination edit template for the Voucher Build process on the Procurement Control - General Controls page, if you want to use ChartField combination editing.

Related Topics

- PeopleSoft Source to Settle Common Information: Specifying Voucher Build Criteria
- Procurement Control - General Controls Page
  Use the Procurement Control - General Controls page (BUS_UNIT_INTFC1) to specify how accounting entries are processed.

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Entering and Updating Quick Invoices

Pages Used to Enter and Update Quick Invoices

Page Name	Definition Name	Usage
Quick Invoice Page	VCHR_HEADER_QV	Enter and update invoice header, line, and distribution information, along with PO and receiver details for the Voucher Build process to use in building a voucher. When you enter the page in update/display mode from the Find an Existing Value page, you can search for vouchers by build status, including vouchers that have been staged for review by the Voucher Build process, vouchers with Voucher Build process pre-edit errors, or vouchers to be built.
Quick Invoice Page - Imaging Invoice	VCHR_HEADER_WCA	Update information for the Voucher Build process to build into a voucher and to view the imaged invoice.
Copy Worksheet (purchase order) Page	VCHR_QVLN_PO_WRK	Enter PO search criteria and select the lines from one or more purchase orders for copying to the Quick Invoice page (complete worksheet). See Quick Invoice Page
Copy Worksheet (receiver) Page	VCHR_QVLN_RECV_WRK	Enter receipt search criteria and select the lines from one or more receivers for copying onto the Quick Invoice page (complete worksheet). See Quick Invoice Page
Quick Invoice Entry - Miscellaneous Charges Page	VCHR_MISC_QV	This page applies only when you have copied a purchase order with freight or miscellaneous charges. For invoice headers, review or override the miscellaneous charge codes, accounting entry type, and charge amounts for the invoice. For invoice lines, select whether or not to apply the miscellaneous charges to the line. see Quick Invoice Page
Quick Invoice Entry – Review Errors Page	VCHR_PREEDERR_PG	Review and correct worksheet errors. See Quick Invoice Page

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Page Name	Definition Name	Usage
Distribution Lines Page	VCHR_QUICK_SBP2	Enter distribution information for a specific invoice line. See
Quick Invoice Page (simple worksheet)	VCHR_HEADER_QV2	Enter and update invoice header, line, and distribution information for the Voucher Build process to build into a voucher. The simple worksheet requires minimal voucher data entry. You can only enter the simple worksheet in update/ display mode if you have not yet run the Voucher Build process for the voucher.
Session Defaults Page	AP_SESSN_DFLT_SEC	Enter voucher defaults for an adhoc session or use an existing available session default. These defaults override the values that the system applies using the PeopleSoft Payables control hierarchy. See Quick Invoice Page (simple worksheet)
Override Session Default Page	VCHR_HDR_QV_SEC	Override optional voucher header defaults for the current quick invoice.
Quick Invoice - Payment Details Page	VCHR_PYMNT_QV_SEC	Enter and update specific payment information for a quick invoice.

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Common Elements Used in Quick Invoices

Field or Control	Description
Action	Select to run an on-demand Application Engine process after you have saved the quick invoice. Processes are numbered to indicate the order of how the processes run. For example, if you select 3. Doc Tolerance (document tolerance), the system automatically initiates the number 1 and 2 processes (in this example, 1. Voucher Build then 2. Matching), and then the number 3 process (in this example, 3. Doc Tolerance). **Note:** Available processes depend on your implementation and the quick invoice's processing status. Therefore, the numbers may be different than those listed below. Select from the following: *1. Voucher Build:* Select this option to launch the Voucher Build process (APVCHR_BLD). *2. Matching:* Select this option to run the Voucher Build and Matching (MATCHING) processes. **Note:** This option always appears. However, the system runs the Matching Application Engine process (AP_MATCH) only when the quick invoice voucher includes copied purchase order information. *3. Doc Tolerance* (document tolerance): Select this option to run the Voucher Build, Matching, and Document Tolerance (DOC_TOL) processes. This option displays only if you activate it at the installation level. *4. Budget Checking:* This option appears only when the Commitment Control feature is enabled. Select this option to run the Voucher Build, Matching, Document Tolerance, and Budget Checking (BUDGET_CHK) processes. *5. Voucher Post:* Select this option to run the Voucher Build, Matching, Document Tolerance, Budget Checking, and Voucher Post (PST_VCHR) processes. *6. Journal Generate:* Select this option to run the Voucher Build, Matching, Document Tolerance, Budget Checking, Voucher Posting, and Journal Generator (PST_VCHRGL) processes.

Quick Invoice Page

Use the Quick Invoice (complete worksheet) page (VCHR_HEADER_QV) to enter and update invoice header, line, and distribution information, along with PO and receiver details for the Voucher Build process to use in building a voucher.

When you enter the page in update/display mode from the Find an Existing Value page, you can search for vouchers by build status, including vouchers that have been staged for review

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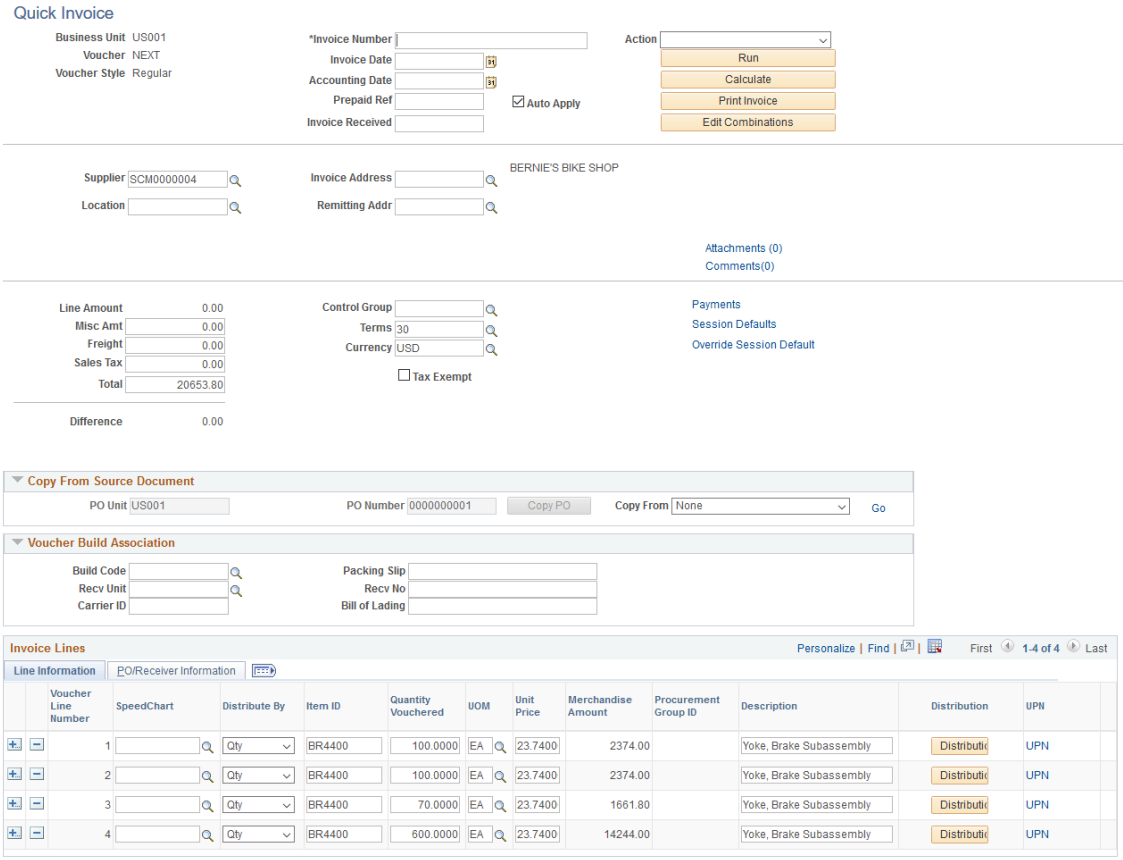
by the Voucher Build process, vouchers with Voucher Build process pre-edit errors, or vouchers to be built.

Navigation:

- **Accounts Payable**, and then **Vouchers**, and then **Add/Update**, and then **Quick Invoice Entry**, and then **Quick Invoice**

  Select *Complete* in the **Quick Invoice Template** field on the Add Search page.
- Click the **Examine Error Messages** button for a voucher with Voucher Build pre-edit errors on the Build Errors page to access the Quick Invoice page in update/display mode.
- Click the **Correct Errors** link on the Voucher Build Error Detail page to access the Quick Invoice page in update/display mode.

This example illustrates the fields and controls on the Quick Invoice page for complete worksheets. You can find definitions for the fields and controls later on this page.



General Invoice Information

You must enter a supplier ID, invoice number, invoice date, and total amount. Other fields are optional. If you leave the optional fields blank, the Voucher Build process completes the voucher according to the defaults that you set up in the PeopleSoft Payables control hierarchy or the session defaults.

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> **Note**
>
> If financial sanctions validation is enabled at the installation level, and the 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 save the quick invoice, however, the system does not allow payments to suppliers with a financial sanctions status of *Review* or *Blocked.*

Field or Control	Description
Voucher Style	Displays the voucher style. The following voucher styles are available: • Adjustment • Amortize • Journal • Prepaid • Regular
Related Voucher	Select a related voucher. This field is available only for Journal vouchers.
Print Invoice	Click to create the invoice in a PDF file format. The system opens a new window where you can view and print the invoice.
Calculate (calculate on-demand balancing) and **Difference**	Click to perform on-demand balancing validation, which calculates the difference between the invoice lines plus the applicable charge amounts (miscellaneous, freight, and tax amounts) and the gross invoice amount. This amount appears in the **Difference** field when the voucher is out of balance. The system populates the **Difference** field with *0.00* when the voucher is in balance.
Edit Combinations	Click to perform on-demand combination edit validation, which audits ChartField combinations.
Attachments (n)	Click to add or view attachments related to this quick invoice. Attachments are available after the quick invoice becomes a regular voucher. See Application Fundamentals: Installation Options - Multiple Attachments Page to define the maximum attachment upload limit for various products.

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Field or Control	Description
Comments (n)	Click to enter comments for a quick invoice to explain payment schedules, issues with the supplier, or anything else that you need to document the invoice. Any comments that you enter in this field are meant for your reference only. You can enter up to 254 characters for a comment. If you exceed 254 characters, the system displays a warning message that it can save only 254 characters and truncates the message. Comments are available after the quick invoice becomes a regular voucher. The system displays (0) if no comment is attached to this voucher. The system displays a number if there is one or more comments associated to this quick invoice.
Line Amount	Displays the combined total of the invoice line amounts.
Misc Amount (miscellaneous amount)	Displays the miscellaneous charge amount.
Freight	Displays the freight charge amount.
Entered VAT Amount	Displays the entered VAT amount. This field only displays if the invoice is VAT applicable.
Sales Tax	Displays the sales tax charge amount.
Total	Displays the combined total of the invoice lines and the miscellaneous, freight, and tax charge amounts.
Tax Exempt	Select to override the default sales and use tax setup for the voucher and make it exempt from sales and use tax.
Payments	Click to access the Quick Invoice - Payment Details page, where you can enter payment information for the voucher.
Session Defaults	Click to access the Session Defaults page, where you can select existing available session defaults or set adhoc default values for all of the invoices that you enter in the current session. These defaults override the defaults that the system applies using the PeopleSoft Payables control hierarchy. See Session Defaults Page.
Override Session Defaults	Click to access the Override Session Default page, where you can override the session defaults for the current invoice and specify optional voucher header field values.

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Field or Control	Description
Miscellaneous Charges	Click to access the Quick Invoice Entry - Miscellaneous Charges page for the voucher header, where you can review or override the miscellaneous charge codes, accounting entry type, and charge amounts for the invoice. **Note:** This field appears only if you have copied a purchase order with freight or miscellaneous charges. **Note:** You can click the **Miscellaneous Charges** link on each voucher line to access the voucher line Quick Invoice Entry - Miscellaneous Charges page, where you can select whether or not to apply the miscellaneous charges to the line.

Copy From a Source Document

In add mode, this group box provides fields for indicating purchase orders or receivers that you want to copy to the voucher or that you want the Voucher Build process to build into a voucher.

In update/display mode, this group box also includes fields for delimiting the number of voucher lines that appear in the Voucher Lines scroll area.

See Quick Invoice Page.

PeopleSoft Payables enables you to copy entire source documents, or portions of them, saving data entry time and reducing potential input errors. Select the UPN hyperlink to view the details of the UPN This hyperlink is available whenever a voucher is created by copying from a source document. When an quick voucher is created without copying from a source document, the UPN link is hidden. Likewise, when a quick invoice is created using the simple template, the UPN link is hidden.

> **Note**
>
> When an Item ID field is left blank, the UPN fields are cleared, and 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 fields reverts to the default information based on the Item ID and UOM entered.

> **Note**
>
> When copying a source document into a Quick invoice, the UPN details are rendered as display-only for both, Item Source document, and also for Description only Source document.

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Important

If you intend to copy information from a purchase order or a receiver, *do not* begin by entering information on the add and search page. Leave these fields blank. Also ensure that the line entry default is one (1).

Note

The fields in this group box are not available for entry if the voucher style is *Prepaid.* You cannot copy a purchase order or receiver to a prepaid voucher.

Any values that you enter in this group box are copied to the voucher and distribution lines, where you can override them.

See Voucher Build Processing Logic for Associating Voucher Lines with Purchase Order and Receiver Lines.

Field or Control	Description
PO Unit (purchasing business unit) and **PO Number** (purchase order number)	Enter a PeopleSoft Purchasing business unit and PO ID. You can either copy the purchase order information onto the voucher lines by clicking **Copy PO,** or you can let the Voucher Build process use the PO business unit and PO ID (along with appropriate PO information you enter on the voucher lines) to locate the purchase order lines and build the voucher and distribution lines from them. If you enter a PO business unit only, the Voucher Build process uses the PO IDs that you enter on the voucher lines to locate the purchase order lines.
Copy PO (copy purchase order)	Enter a PO business unit and PO ID in the **PO Unit** and **PO No** fields and click this button to copy purchase order fields onto the voucher. If you don't know the PO business unit, use the **Copy information from a worksheet into this invoice** field to access the appropriate copy worksheet, where you can search for a purchase order to copy. **Note:** The system behaves differently when you have one (1) or multiple lines specified on the search dialogue. After entering the PO values and clicking the **Copy** button, when there is only one line, the functionality copies the PO into the quick invoice. When the number of lines on the search dialogue is greater than one, the system accesses the Copy Worksheet page. If you primarily use the quick invoice to copy POs into vouchers, consider defining a one line default in your session defaults for efficiency's sake.

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Field or Control	Description
Copy From	Select a value and click the **Go** link to access the appropriate copy worksheet for copying purchase orders and receivers onto a voucher. The copy worksheets enable you to search for purchase orders and receivers and select the lines that you want to copy to the voucher. Options are: *None:* Do not copy information. *Purchase Order Only:* Access the copy worksheet for purchase orders (that is, the Copy Worksheet - PO Lookup Criteria page). *PO Receipt:* Access the copy worksheet for receivers (that is, the Copy Worksheet - Receiver Lookup Criteria page). When you select this option, you can search for receivers by purchase order and receiver information and the system returns only receivers that reference purchase orders. *Non PO Receipt* (non purchase order receipt): Access the copy worksheet for receivers (that is, the Copy Worksheet - Receiver Lookup Criteria page). When you select this option, you can search for receivers by receiver information only, and the system returns only receivers that do not reference purchase orders. These copy worksheets function as they do in the Voucher component. See Copying Source Documents to Create Vouchers Online.

Voucher Build Association

Field or Control	Description
Build Code	Enter a voucher build code, which defines how the Voucher Build process associates invoice lines for the voucher with a PO or receiver. Once the process finds an association, it uses the PO and receiver lines to complete the voucher line and accounting distributions. If you don't enter a voucher build code, default association processing logic applies. The processing logic—whether defined by a voucher build code or by default—determines the fields that you are required to enter in this group box and on the voucher lines in order for the Voucher Build process to locate a purchase order or receiver and build a voucher from it. You set up voucher build codes on the Voucher Build Code Definition page.

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Field or Control	Description
Recv Unit (receiving business unit) and **Recv No** (receiver number)	Enter a PeopleSoft Purchasing receiving business unit and receiver ID. The Voucher Build process uses these values, along with the other receiver information that you enter in this group box and on the voucher lines, to locate the receiver lines and build the voucher and distribution lines from them. If you enter a receiving business unit only, the Voucher Build process uses the receiver IDs that you enter on the voucher lines to locate the purchase order lines.
Packing Slip, Bill of Lading, and **Carrier ID**	Enter the relevant receiver data. The Voucher Build process uses these values, along with the other receiver information you enter in this group box and on the voucher lines, to locate receiver lines and build the voucher and distribution lines from them.

Invoice Lines

Most of the fields in this scroll area are identical to those in the **Invoice Lines** scroll area on the Invoice Information page in the Voucher component. Any differences are documented here.

> **Note**
>
> The purchase order- and receiver-related fields in this scroll area are not available for entry if the voucher style is *Prepaid.*

Field or Control	Description
Distribute By	Select to distribute by either *Amt* (amount) or *Qty* (quantity).
Item ID and **Description**	If you enter an item ID reference code, the Voucher Build process uses this value to match voucher lines to receiver and purchase order lines.
Merchandise Amount	Displays the merchandise amount for the voucher line. The Voucher Build process computes this value if you enter the quantity and unit price or copy the voucher line from a purchase order or receiver.
PO Business Unit, PO Number, Line Number and **Schedule Number**	Enter values to identify the related purchase order. The Voucher Build process uses this information to locate the purchase order line and build the voucher and distribution lines from it.
Receiving Business Unit Receipt Number, and **Receipt Line** (receiver line number)	Enter values to identify the related receiver. The Voucher Build process uses this information to locate the receiver line and build the voucher and distribution lines from it.

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Field or Control	Description
Line Match Opt (line match option)	Select whether to use matching. Options are: • *Full Match* • *No Match* See Understanding the Matching Process.
Miscellaneous Charges	Click to access the Quick Invoice Entry - Miscellaneous Charges page for the voucher line, where you can select whether or not to apply the miscellaneous charges to the line.
Discount	Select to make the voucher line discount-applicable. By default, this check box is selected.
Distributions	Click to access the Distribution Lines page, where you can enter distribution information and copy down distribution lines.
UPN	Click to access the Invoice Line UPN Information page where you can view the UPN details for an item. This link is also not available if a PO ID is manually entered in the PO/Receiver Information tab. This link is also not available if changes are made to the PO ID or Receipt ID after copying from a Source document.
Start Date, **End Date** and **Amortization Type**	Available only for Amortize vouchers.
Amortization ID	Amortization ID is generated when you save the quick invoice. This field is available only for Amortize vouchers.

To access the Copy Worksheet (purchase order) Page, select *PO Only* in the **Worksheet Opt** (worksheet option) field on the Quick Invoice page (complete worksheet).

To access the Copy Worksheet (receiver) Page, select *PO Receipt* or *Recp Only* (receipt only) in the **Worksheet Opt** (worksheet option) field on the Quick Invoice page (complete worksheet).

To access the Quick Invoice Entry - Miscellaneous Charges Page,

- Click the **Miscellaneous Charges** link on the invoice header on the Quick Invoice complete worksheet page to access the Miscellaneous Charges page for the invoice header.
- Click the **Miscellaneous Charges** link on an invoice line on the Quick Invoice complete worksheet page to access the Miscellaneous Charges page for invoice lines.
- The link appears only if you have copied a purchase order with freight or miscellaneous charges.

To access the Quick Invoice Entry – Review Errors page, click the **Review Errors** link on the complete or simple worksheet. This link appears only when the worksheet has build errors. You can view the Refusal Reason Code on this page if the supplier PEPPOL ID is set up. For more information on Refusal Reason Code, see Voucher Attributes Page.

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Related Topics

- PeopleSoft Source to Settle Common Information: Understanding Financial Sanctions Validation

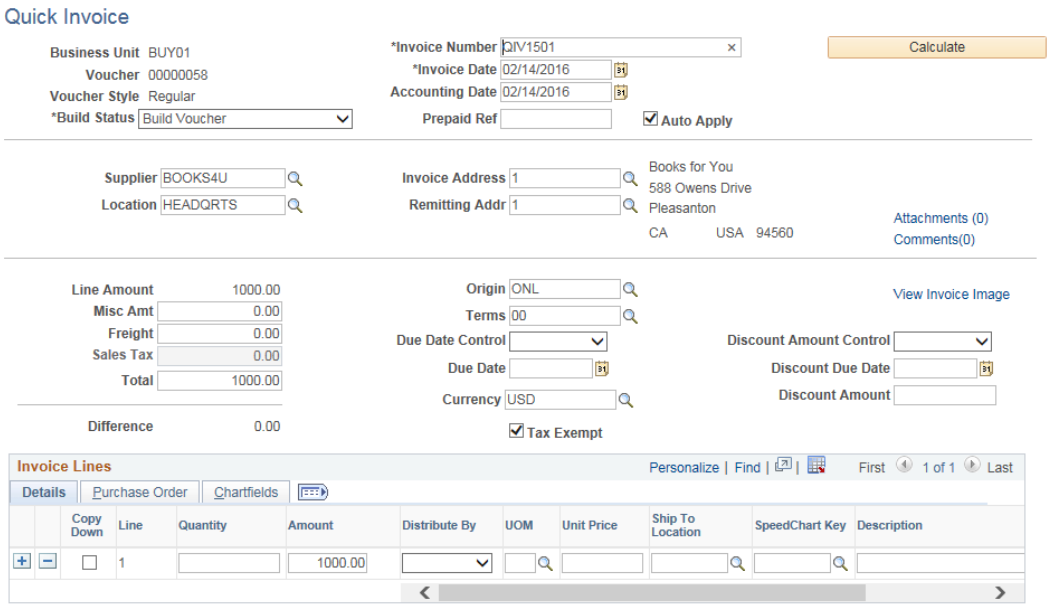
Quick Invoice Page - Imaging Invoice

Use the Quick Invoice page (VCHR_HEADER_WCA) to update information for the Voucher Build process to build into a voucher and to view the imaged invoice.

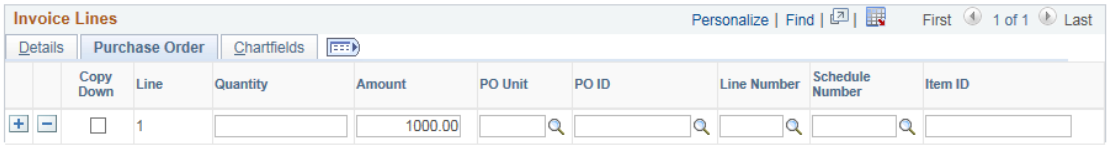
Navigation:

Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **Quick Invoice Entry**, and then **Quick Invoice Entry**, and then **Quick Invoice**. Select Voucher Source as Document Management Interface and click Search.

This example illustrates the fields and controls on the Quick Invoice page — Imaging invoice page. You can find definitions for the fields and controls later on this page.

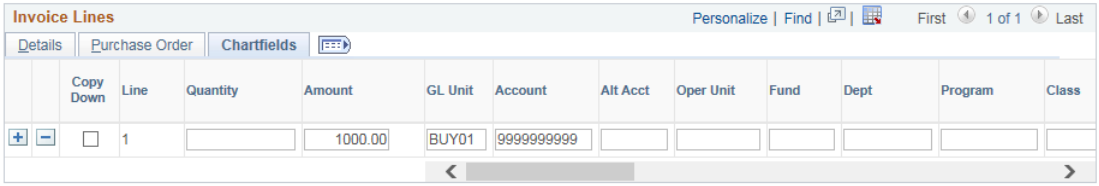


This example illustrates the fields and controls on the Purchase Order page.



This example illustrates the fields and controls on the ChartFields page.

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Field or Control	Description
View Invoice Image	Click to open the scanned invoice image, which was used to create a voucher using a third party imaging solution. This link is enabled once the data is populated into staging tables. See Understanding Third Party Imaging Solution Integration with PeopleSoft Accounts Payable and eSettlements **Note:** The View Invoice Image link is available only on the Quick Invoice (simple worksheet) page, and when you have selected the Voucher Source as Document Management Interface at the time of creating the invoice. This voucher source allows integration from third party imaging solutions to voucher staging.

Distribution Lines Page

Use the Distribution Lines page (VCHR_QUICK_SBP2) to enter distribution information for a specific invoice line.

Navigation:

Click the **Distribution** button on an invoice line on the Quick Invoice page (complete worksheet).

Use the **Distributions** scroll area to enter multiple distribution lines for each voucher line. You can select the **Copy Down** check box on a distribution line to copy that line's general ledger business unit and ChartField values to new distribution lines. To avoid recycle status, you must enter at least an account if the voucher is not associated with a PO or receiver. For prepayment vouchers, you can leave the **Account** field blank, and the Voucher Build process will supply the prepayment account from the Accounting Entry Template.

Most of the fields are identical to those on the Invoice Information page in the Voucher component, except that there are no edits against these fields in the Quick Invoice Entry component. Any other differences are documented here.

See Invoice Information Page.

> **Note**
>
> The system does not recalculate balancing differences when exiting the page; you must click the **Calculate** button to refresh the totals. For example, if you short distribution line field amounts here, they remain out of balance on the Quick Invoice page until you click the **Calculate** button.

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> **Important**
>
> ChartFields that display here depend on how you configure options on the Standard ChartField Configuration page.

See Application Fundamentals: Standard ChartField Configuration Page.

Field or Control	Description
VAT Apport CF (VAT apportionment ChartField)	If you use VAT apportionment to track the organization's recoverability, select the business unit whose ChartField values the system uses for VAT apportionment control: *Dist GL BU* (distribution general ledger business unit): The system uses the general ledger business unit on the voucher distribution line to determine the VAT apportionment. *Txn BU* (transaction business unit): The system uses the PeopleSoft Payables business unit in which the voucher is entered to determine the VAT apportionment. *Txn GL BU* (transaction general ledger business unit): The system selects the general ledger business unit to which the PeopleSoft Payables business unit is mapped to determine the VAT apportionment. See Establishing the PeopleSoft Payables VAT Default Hierarchy. See PeopleSoft Global Options and Reports: Defining VAT Use Types and Apportionment.

Quick Invoice Page (simple worksheet)

Use the Quick Invoice (simple worksheet) page (VCHR_HEADER_QV2) to enter and update invoice header, line, and distribution information for the Voucher Build process to build into a voucher.

The simple worksheet requires minimal voucher data entry. You can only enter the simple worksheet in update/display mode if you have not yet run the Voucher Build process for the voucher.

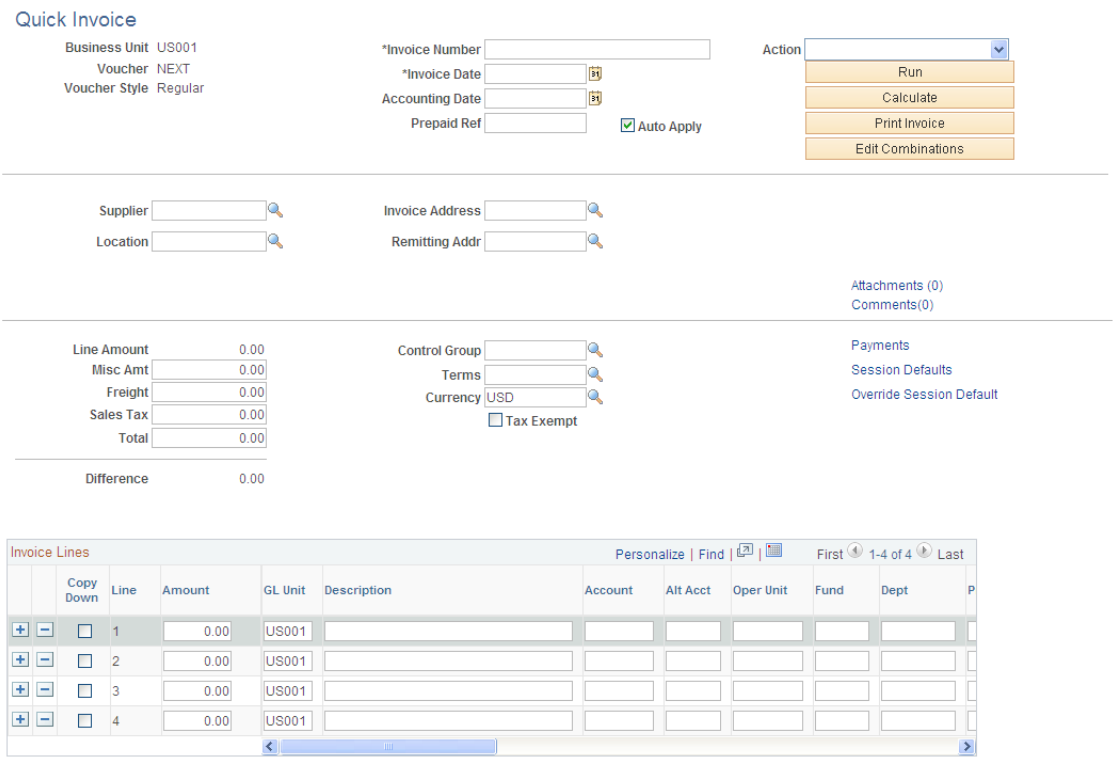
Navigation:

Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **Quick Invoice Entry**, and then **Quick Invoice Entry**, and then **Quick Invoice**

Select *Simple* in the **Quick Invoice Template** field on the Add Search page.

This example illustrates the fields and controls on the Quick Invoice page for simple worksheets. You can find definitions for the fields and controls later on this page.

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> **Note**
>
> Descriptions of many of the fields on this page can be found in the discussion of the Quick Invoice complete worksheet page and in other topics.

See Quick Invoice Page.

You must enter a supplier ID, invoice number, invoice date, and total amount. Other fields are optional. If you leave the optional fields blank, the Voucher Build process completes the voucher according to the defaults that you set up in the PeopleSoft Payables control hierarchy or the session defaults.

> **Note**
>
> If financial sanctions validation is enabled at the installation level, and the 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 save the quick invoice, however, the system does not allow payments to suppliers with a financial sanctions status of *Review* or *Blocked.*

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Field or Control	Description
Prepaid Ref (prepaid reference) and **Auto Apply** (automatically apply payment)	Enter a prepayment reference and select to have the system automatically apply the payment to a subsequent invoice with that prepayment reference. See Entering Prepayment Vouchers Using the Quick Invoice Entry Component.

Invoice Lines

Enter the extended amount and distribution information for each voucher line. You can enter one combined distribution line per voucher line. You can select the **Copy Down** check box on a distribution line to copy that line's General Ledger business unit and ChartField values to new distribution lines.

To access the Session Defaults Page, click the **Session Defaults** link on the Quick Invoice page (complete or simple worksheet).

Related Topics

- PeopleSoft Source to Settle Common Information: Understanding Financial Sanctions Validation

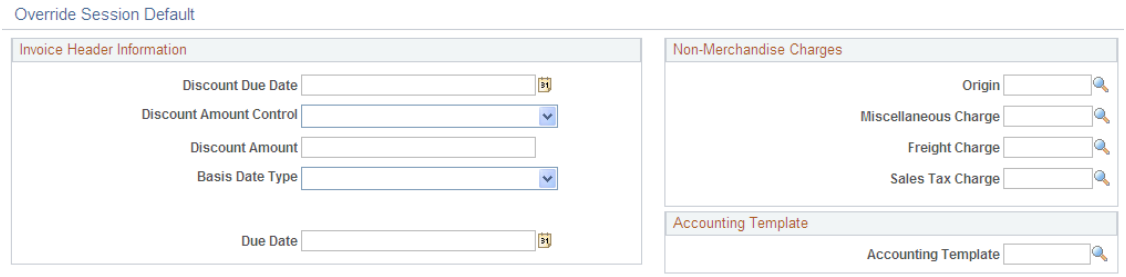
Override Session Default Page

Use the Override Session Default page (VCHR_HDR_QV_SEC) to override optional voucher header defaults for the current quick invoice.

Navigation:

Click **Override Session Default** on the Quick Invoice page (complete or simple worksheet).

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



> **Note**
>
> The fields that appear in the **Non-Merchandise Charges** group box—and the presence of the **Non-Merchandise Charges** group box itself—depend on the display options selected on the Session Defaults page for your session. The **Miscellaneous Charge, Freight Charge,** and **Sales Tax Charge** fields do not appear if you are entering a prepaid voucher.

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Discount Terms

Field or Control	Description
Discount Amount Control	Specify whether or not to accept the default payment terms or to enter your own due date and discount information. Values are: *Terms:* The system uses the calculated discount amount. The system calculates the discount amount according to the payment terms, due date, and discount due date that you enter here. If you leave these blank, the system calculates the discount amount according to the payment terms that are populated by default through the PeopleSoft Payables control hierarchy. *User:* The system uses the discount amount that you enter in the **Discount Amounts** field.

> **Note**
>
> The system does not use any discount amount you enter here if you select *Terms* as the discount amount control value.

> **Note**
>
> Discount terms fields are grayed out if you are entering a prepaid voucher. If you enter discount terms or multipayment terms in the **Terms** field for a prepaid voucher, the voucher will fail voucher build processing.

Quick Invoice - Payment Details Page

Use the Quick Invoice Entry - Payment Details page (VCHR_PYMNT_QV_SEC) to enter and update specific payment information for a quick invoice.

Navigation:

Click **Payments** on the Quick Invoice page (complete or simple worksheet).

> **Note**
>
> Each row in the Payment Details scroll region is a payment schedule, and each schedule can be defined with only one payment message. When you add rows in this area, this indicates that the system (during the Voucher Build process) should create additional payment schedules, which can each have a different payment message. Remember that even though each payment schedule can be defined with one message, you can create and use payment message codes defined with multiple messages. This enables you to have multiple payment messages display on the check advice.

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Most of the fields on this page are identical to those on the Payments page in the Voucher component. Only fields that differ are discussed here.

See Voucher - Payments Page.

Field or Control	Description
Payment Message	Enter a payment message of up to 70 characters to appear on the remittance advice (check stub), or select a message code for a predefined message to appear on the remittance advice. You define message codes on the Payment Messages page.

Related Topics

- PeopleSoft Source to Settle Common Information: Payment Message Page

Entering Prepayment Vouchers Using the Quick Invoice Entry Component

Use the Quick Invoice page for a complete or simple worksheet (Accounts Payable, Vouchers, Add/Update, Quick Invoice Entry, Quick Invoice Entry, Quick Invoice).

You can enter and apply prepayment vouchers using either the complete or simple worksheets.

Entering Prepayments

To enter prepayment vouchers using the complete worksheet:

1. Select a voucher style of *Prepaid* on the add search page.
2. Enter your voucher information, session defaults, and session default overrides.

> **Note**
>
> You cannot copy POs or receivers. Nor can you enter nonmerchandise amounts (except VAT), discount terms, or multipayment terms.

3. (Optional) Enter a prepayment reference in the **Prepaid Ref** (prepaid reference) field.
4. Select or deselect the **Auto Apply** option.
   - The **Auto Apply** option is selected and grayed out by default.

     If you enter a prepayment reference and select **Auto Apply,** then, if the next entered invoice with that prepayment reference has a total amount less than the prepayment amount, the system automatically applies the remaining amount of the prepayment voucher to a subsequent invoice with that prepayment reference.

     If you enter no prepayment reference and select the **Auto Apply** option, then the next invoices from the supplier on the prepayment voucher are applied to the prepayment until the prepayment amount is fully applied.
   - To deselect the **Auto Apply** option, click the **Refresh** button after you enter the prepayment reference to make the field enterable, and deselect it.

     If you enter a prepayment reference and deselect the **Auto Apply** option, then only the next entered invoice that references the prepayment will have the prepayment applied. The prepayment will not be applied to any subsequent invoices. You must use the Prepayments Inquiry page to handle any remaining unapplied prepayment amounts.

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To enter prepayment vouchers using the simple worksheet:

1. Select a voucher style of *Prepaid* on the add search page.
2. Enter your voucher information, session defaults, and session default overrides, as necessary.
3. (Optional) Enter a prepayment reference in the **Prepaid Ref** field.

> **Note**
>
> You can also enter prepayment references and select the **Auto Apply** option on the Override Session Default page, as you do for the complete worksheet.

4. Select or deselect the **Automatically Apply Prepayment** option.

   This option functions the same way as the **Auto Apply** option on the Override Session Default page for the complete worksheet.

Applying Prepayments

To apply regular vouchers to a prepayment using the complete or simple worksheets if you entered a prepayment reference on the prepayment voucher, enter a prepayment reference for the regular voucher. The regular voucher will be applied to the prepayment, subject to the conditions described in the discussion of entering prepayment vouchers.

To apply regular vouchers to a prepayment using the complete or simple worksheets if you did not enter a prepayment reference on the prepayment voucher, you do not need to enter a prepayment reference for the regular voucher.

Related Topics

- Quick Invoice Page
  Use the Quick Invoice (complete worksheet) page (VCHR_HEADER_QV) to enter and update invoice header, line, and distribution information, along with PO and receiver details for the Voucher Build process to use in building a voucher.
- Quick Invoice Page (simple worksheet)
  Use the Quick Invoice (simple worksheet) page (VCHR_HEADER_QV2) to enter and update invoice header, line, and distribution information for the Voucher Build process to build into a voucher.
- Understanding Prepayment Processing
  This section discusses:

Quick Invoice Page

Use the Quick Invoice page for a complete or simple worksheet in update/display mode.

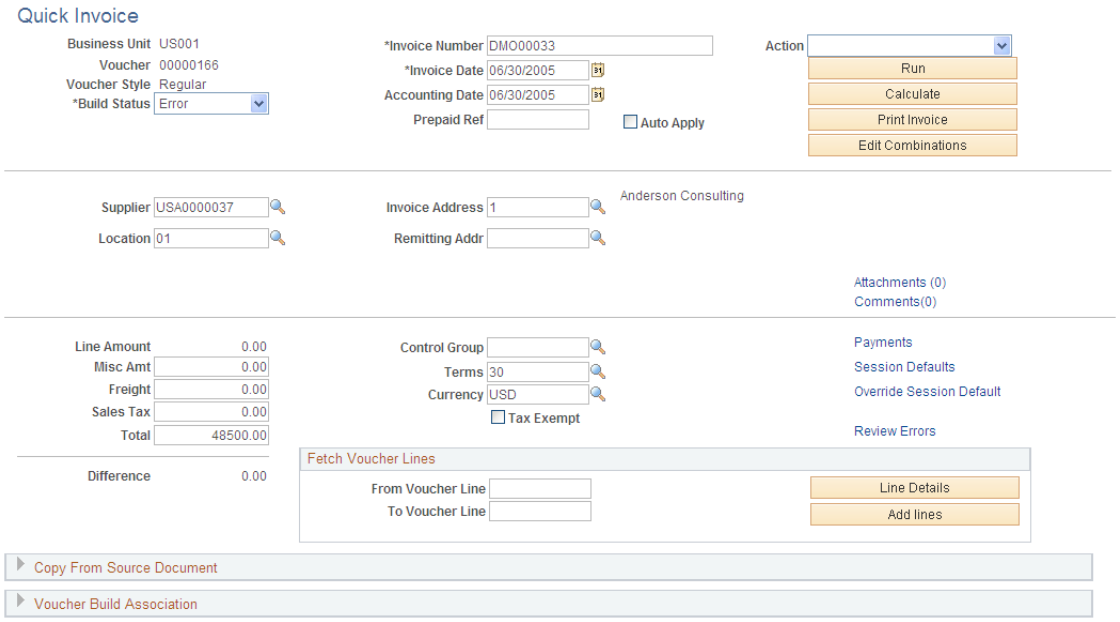
Navigation:

Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **Quick Invoice Entry**, and then **Quick Invoice**

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> **Note**
>
> All quick invoice vouchers staged by the Voucher Build process appear in the complete worksheet. Those entered in the Quick Invoice Entry component and not yet processed by Voucher Build appear in the worksheet of entry.

This example illustrates the fields and controls on the Quick Invoice page for a complete worksheet in update/display mode, before inserting or fetching voucher lines.



The Quick Invoice Entry component is used for reviewing and updating vouchers staged for review by the Voucher Build process, as well as for correcting vouchers that have Voucher Build process pre-edit errors. For this reason, the Quick Invoice Entry component provides the following special functions when accessed in update/display mode:

- When you access the page, voucher lines are not called up and the Invoice Lines scroll area does not appear; this enables you to open a voucher with a large number of lines without taking unnecessary processing time.
  - To view existing voucher lines, enter a range of voucher lines in the **From Vchr Line** and **To Voucher Line** fields and click the **Search** button to view and update the lines in the **Voucher Lines** scroll area.
  - The default from and to values are the first and last lines in the voucher; to view all lines in a voucher, simply click **Search.**
  - To insert a voucher line without calling up existing lines, click the **Insert** button to display the Invoice Lines scroll area, where you can add voucher line information.

> **Note**
>
> Once you've inserted a voucher line, you must save the voucher and access it again through the search page to fetch additional voucher lines.

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- You can change the build status of the voucher:
  - When you have reviewed and, if necessary, updated a voucher that has been staged for review, you can change the build status from *Staged* to *To Build* to mark the voucher for another run of the Voucher Build process.
  - When you have corrected a voucher with pre-edit errors, you can change the build status from *Error* to *To Build* to mark the voucher for another run of the Voucher Build process.
  - To mark a voucher for deletion the next time you run the Voucher Build process, select *To Delete* as the build status.

> **Note**
>
> Quick invoices created with the simple worksheet are converted to complete worksheets by the Voucher Build process.

> **Note**
>
> In all other respects, the Quick Invoice page and the other pages in the Quick Invoice Entry component—the Session Defaults page, the Override Session Default page, the Quick Invoice Entry - Payment Details page, and the Quick Invoice Entry - Miscellaneous Charges page—function the same way in update/display mode and add mode.

Related Topics

- Voucher Build Process Errors
  The Voucher Build process can result in pre-edit errors, which are stored in the quick invoice tables, or vouchers in recycle status, which are stored in the online voucher tables.
- Reviewing Voucher Build Process Errors
  This section provides an overview of voucher build error review and discusses how to review Voucher Build process error details.

Entering Summary Invoices

This section discusses how to enter summary invoices.

Page Used to Enter Summary Invoices

Page Name	Definition Name	Usage
Summary Invoice Entry Page	VCHR_HEADER_QV3	Enter invoice and purchase order information, such as supplier, PO number, invoice number, invoice date, nonmerchandise amounts, and gross amount, for the Voucher Build Application Engine process (AP_VCHRBLD) to use in building a voucher.

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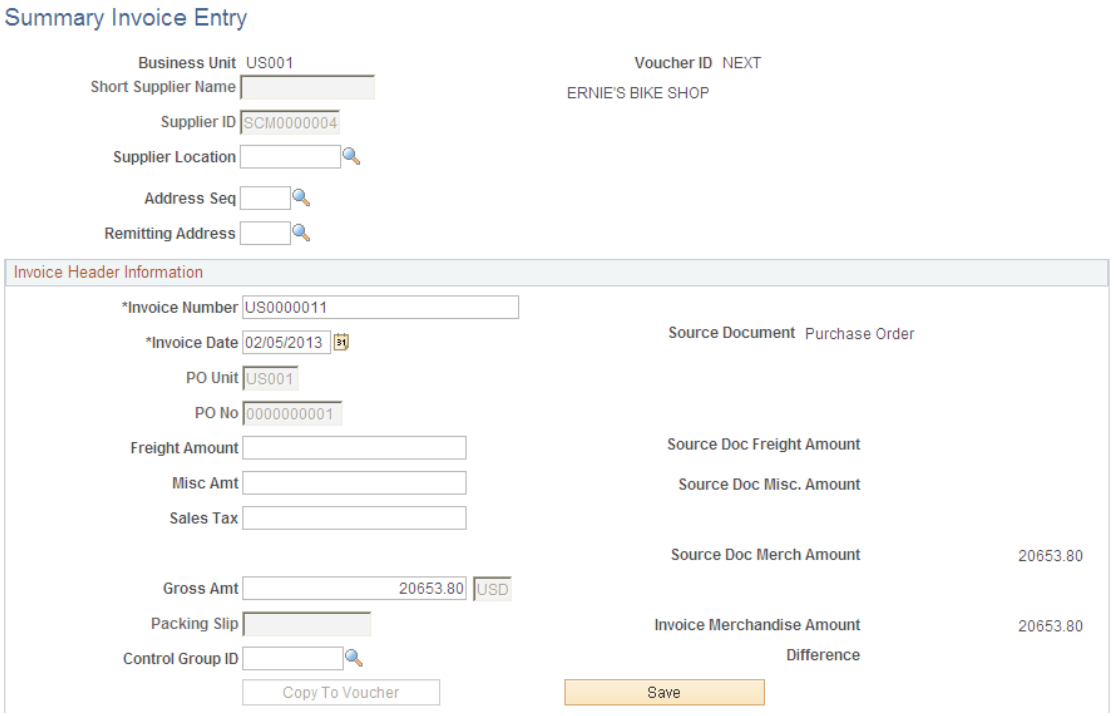
Summary Invoice Entry Page

Use the Summary Invoice page (VCHR_HEADER_QV3) to enter invoice and purchase order information, such as supplier, PO number, invoice number, invoice date, nonmerchandise amounts, and gross amount, for the Voucher Build Application Engine process (AP_VCHRBLD) to use in building a voucher.

Navigation:

Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **Summary Invoice Entry**, and then **Summary Invoice Entry**

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



When you are adding a new voucher, you can use the fields on the add and search page for the Summary Invoice Entry component to prepopulate the new voucher.

Field or Control	Description
Business Unit	Displays the PeopleSoft Payables business unit. You must enter the PeopleSoft Payables business unit on the add and search page.

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Field or Control	Description
Supplier ID	Select the supplier by entering the supplier ID or short supplier name. The system populates the transaction currency from the supplier. Selecting a supplier filters the selection of a purchase order. **Note:** If financial sanctions validation is enabled at the installation level, and the 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.
PO Unit (purchasing business unit)	Enter a PeopleSoft Purchasing business unit. This field is required in order to display a list of available purchase orders.
PO No (purchase order number)	Enter a purchase order number to be copied into the summary invoice.
Freight Amount	Enter the freight charges from the invoice. This amount overrides the freight amount from the purchase order.
Misc Amt (miscellaneous amount)	Enter the miscellaneous charges from the invoice. This amount overrides the miscellaneous amount from the purchase order.
Sales Tax, Use Tax, and **VAT** (value added tax)	Enter the applicable tax charges from the invoice. The PeopleSoft Payables business unit's settings determine what tax fields are displayed.
Gross Amt (gross amount)	Enter the total invoice amount.
Packing Slip	Enter the packing slip number to further limit possible receipts for copying.
Build Status	Displays the build status after you save the summary invoice. The system assigns the summary invoice a voucher build status of *Build* if the difference between the document source merchandise amount and the invoice merchandise amount is within the tolerance levels or if tolerance levels are not defined. The system assigns the summary invoice a voucher build status of *Tolerance* if the difference falls outside the tolerance levels. The Voucher Build process does not select invoices with a voucher build status of *Tolerance*.
Source Document	Displays the source document that is being copied. Options include *Purchase Order* or *Receipt*.
Source Doc Freight Amount (source document freight amount)	Displays the freight amount on the source document. If you do not enter a freight amount on the summary invoice, the system copies the freight amount from the source document.

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Field or Control	Description
Source Doc Misc Amount (source document miscellaneous amount)	Displays the miscellaneous amount on the source document. If you do not enter a miscellaneous amount on the summary invoice, the system copies the miscellaneous amount from the source document.
Source Doc Merch Amount (source document merchandise amount)	Displays the merchandise amount on the source document.
Invoice Merchandise Amt (invoice merchandise amount)	Displays the merchandise amount on the invoice. The system subtracts the freight amount, miscellaneous amount, and the tax amount from the gross amount to determine the merchandise amount.
Difference	Displays the difference between the source document merchandise amount and the invoice merchandise amount. The system compares the difference with the tolerance levels established and determines whether to apply the difference to miscellaneous charges or put the voucher in a *Tolerance* voucher build status for further review.

After you save the summary invoice, access the Quick Invoice Entry component for further updating.

> **Note**
>
> If financial sanctions validation is enabled at the installation level, and the supplier has a financial sanctions status of *Review* or *Blocked,* the system displays a warning message that the supplier is under financial sanctions review. You can save the summary invoice, however, the system does not allow payments to suppliers with a financial sanctions status of *Review* or *Blocked.*
>
> If you enable financial sanctions at the installation level, the system validates the supplier against financial sanctions lists (for example, the SDN list) when you attempt to save the summary invoice. The system does not perform validation during summary invoice entry if you enable financial sanctions at the bank level.

Related Topics

- PeopleSoft Source to Settle Common Information: Understanding Financial Sanctions Validation

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Entering and Importing Spreadsheet Vouchers

Understanding Spreadsheet Vouchers

This section discusses:

- Spreadsheet voucher processing.
- Spreadsheet voucher flow.
- Spreadsheet voucher data fields.
- Spreadsheet voucher process edits.

Spreadsheet Voucher Processing

The Spreadsheet Voucher workbook lets you enter vouchers offline using Microsoft Excel and then import the vouchers into your PeopleSoft database. It supports regular voucher additions. Once you import the spreadsheet vouchers, the Voucher Build Application Engine process (AP_VCHRBLD) builds and edits the vouchers.

> **Note**
>
> The spreadsheet voucher process supports Microsoft Excel formats as input. If you use a non-Excel spreadsheet, you must convert the data file to a Microsoft Excel format before importing.

PeopleSoft Voucher Workbook: ExcelUploadforVoucher.xls

The ExcelUploadforVoucher.xls workbook is the PeopleSoft Spreadsheet Voucher Import user interface. You use it to prepare and enter vouchers and import them into your PeopleSoft database.

The ExcelUploadforVoucher.xls workbook contains two worksheets, the Template worksheet and the Data Sheet worksheet. The Template worksheet contains all of the available fields that you can configure for data entry. You can configure the spreadsheet for simple one line express vouchers to complex multiple line purchase order (PO) related vouchers. You enter the transaction data on the Data Sheet worksheet. You can create multiple versions of the Microsoft Excel spreadsheet, all with different templates if required.

Logs are populated in the vchrlog sheet of the Excel Upload for Voucher workbook. Logs being written to the same Excel sheet allows users to use the voucher workbook from any folder or share folders without any access restrictions.

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> **Note**
>
> Users uploading vouchers with Microsoft Excel 2007 must use the file with the .xlsm file type.

> **Note**
>
> Currently, ExcelUploadforVoucher.xls spreadsheet upload is not supported on macOS.

Spreadsheet Voucher Flow

To create spreadsheet vouchers:

1. Enter the data into the spreadsheet voucher using a format that includes the minimum data requirements for a PeopleSoft Payables voucher.
2. Generate the XML and post the file from the spreadsheet voucher options.

   A Visual Basic (VB) macro built in the spreadsheet converts the spreadsheet data into an XML format that is readable by the Integration Broker. Also, a VB macro posts the file to a URL available to PeopleSoft systems.
3. Enter a valid user ID and password.

   Users are prompted to enter a valid user ID and password before the macro posts the file to the PeopleSoft system. Upon validation, a message appears either with the number of vouchers loaded, or with that identified vouchers that are in error.

   > **Note**
   >
   > On the login page select the Dedicated Integration Broker Gateway check box if your Integration Broker gateway is dedicated to the database you are currently using. If you leave the check box unselected, the Local Node field appears. The system appends the local node value you enter to the URL when posting the XML to the Integration Broker.

After you generate the XML and post your file, PeopleSoft systems:

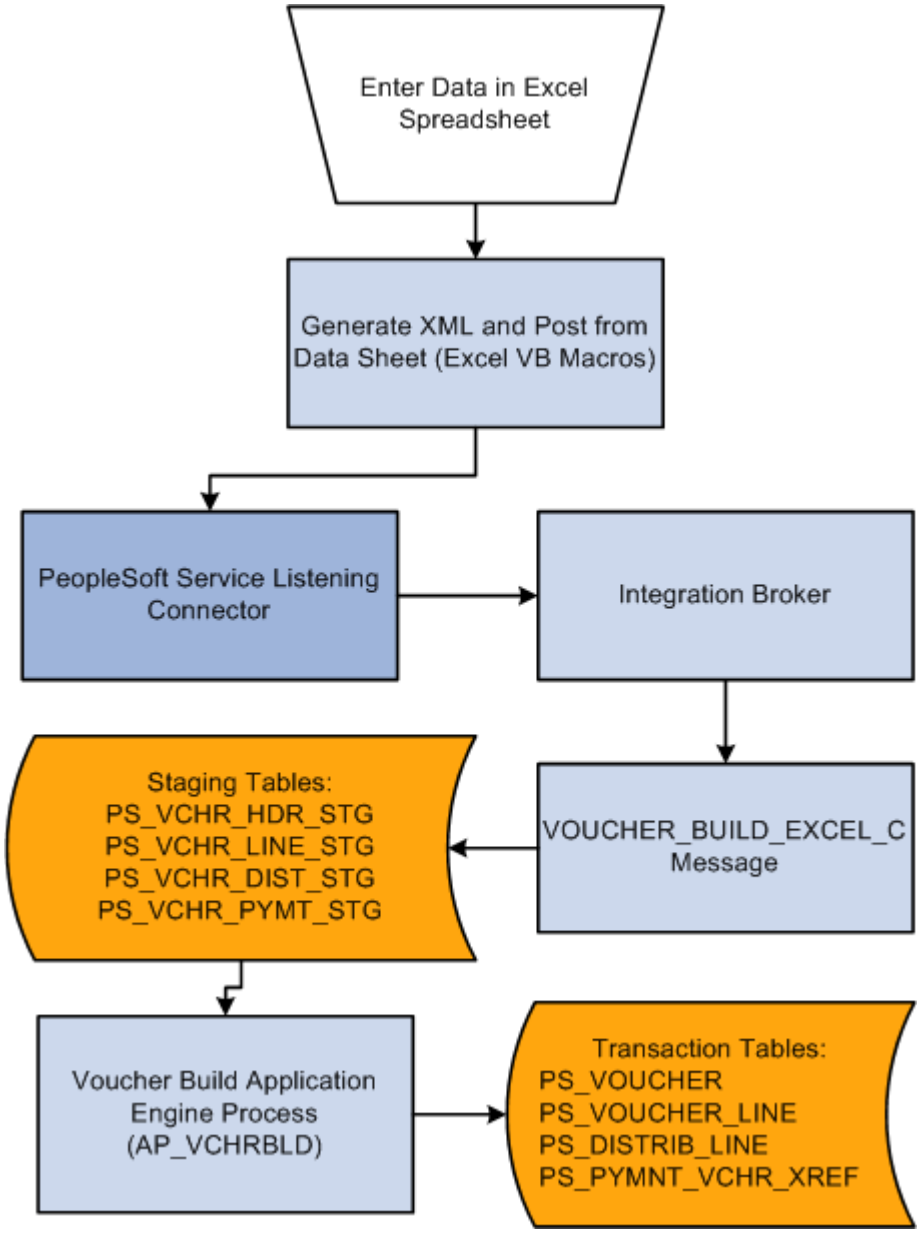
1. Retrieves the data from the XML file and validates the data.

   If there are errors in the data the VOUCHER_BUILD_EXCEL_C message flags the data as being in error. You must correct the data, regenerate XML and Post before the data can be processed successfully.
2. Copies the data into the voucher staging tables if there are no data errors.
3. Selects the vouchers based on the Voucher Build process run control parameters and builds and edits them.
4. Updates the voucher transaction tables.
5. Deletes the record from the voucher staging tables.

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> **Note**
>
> The user credentials are stored for an hour after you generate the XML so that you need not login again for next submission.

The following graphic illustrates the flow for processing spreadsheet vouchers.



Spreadsheet Voucher Data Fields

Most data fields in the regular voucher entry process are included in the spreadsheet voucher. You can configure the voucher spreadsheet for the appropriate data entry required.

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> **Note**
>
> SpeedCharts are not supported by Excel Voucher Upload.

However, certain fields must contain data in order to properly convert the data into an XML file.

The fields requiring data are:

Record Type	Field
Voucher Header	• BUSINESS_UNIT • INVOICE_ID • INVOICE_DT • VENDOR_ID • GROSS_AMT
Voucher Line	• BUSINESS_UNIT • VOUCHER_LINE_NUM • MERCHANDISE_AMT
Voucher Distribution	• BUSINESS_UNIT • VOUCHER_LINE_NUM • DISTRIB_LINE_NUM • ACCOUNT • MERCHANDISE_AMT

> **Note**
>
> You do not have to enter voucher line numbers or distribution line numbers. VB macros generate that data based on the location of the data.

Spreadsheet Voucher Process Edits

Spreadsheet voucher edits exist in the spreadsheet, the VOUCHER_BUILD application message, and the Voucher Build process. Valid data must exist in each stage of the process before further processing is performed.

Spreadsheet Voucher Edits

The spreadsheet voucher does not perform major editing. In addition to basic Microsoft Excel spreadsheet validation edits, the spreadsheet voucher edits include:

- **Control Group ID** always defaults to *NEXT.*
- **Voucher Style** always defaults to *REG* (regular).
- **Voucher Source** always defaults to *XLS.*
- **Voucher ID** always defaults to *NEXT.*
- Required fields contain data.

  See Spreadsheet Voucher Data Fields.
- Voucher comments are 254 characters or less. (optional)
- All date fields are either empty or contain a valid date. (optional)

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- Chartfields do not have a trailing space. For example, "DEPT ". (optional)

If one of these validations fails, the generate XML will stop immediately, and the error message will indicate you where and why the validation failed. The optional validations can be turned on or off on the Template page.

EXCELUPLOADFORVOUCHER Message Edits

You must correct EXCELUPLOADFORVOUCHER message errors before the data passes to the Voucher Build process. Edits include data type validations (for example, format, field characters, and file length). The EXCELUPLOADFORVOUCHER message also validates that the business unit entered on the spreadsheet is a valid PeopleSoft Payables business unit.

Voucher Build Process Edits

The Voucher Build process can result in pre-edit errors or vouchers in recycle status. Pre-edit errors prohibit the transaction from being processed by voucher edit processing. Vouchers without pre-edit errors pass to the voucher edit subprocess. The voucher edits are the same edits performed by the Voucher component (VCHR_EXPRESS).

Some of the pre-edits include:

- Valid business unit.
- Valid supplier.
- Valid default location for supplier.
- Invoice ID required.
- Invoice date required.
- Voucher line information present.
- Distribution information present.

Related Topics

- Voucher Build Process Errors
  The Voucher Build process can result in pre-edit errors, which are stored in the quick invoice tables, or vouchers in recycle status, which are stored in the online voucher tables.
- Understanding Voucher Build Processing
  PeopleSoft Payables provides the Voucher Build process to build vouchers in batch from various source transactions, including transactions originating from third-party systems.

Prerequisites

Before you can enter and import spreadsheet vouchers, you must:

- Copy the voucher workbook file (ExcelUploadforVoucher.xls) to a folder on your workstation.

  The Microsoft Excel file is located in the core\build\excel folder of the shipped PeopleSoft software.
- Install MicroSoft delivered XML library file MSXML.DLL on your workstation.
- Set up your Microsoft Excel to accept macros.
- Configure Integration Broker for the Voucher EIP.

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The web server and the application server should be configured for setting up the Integration Gateway. Also, the application server should be configured to have the Pub/Sub servers established before bringing up the application server.

Determine your default local node for the Integration Broker to receive the data and run the application message. PeopleSoft defines the default local node as PSFT_EP, but you can change it to your default local node.

Configure your browser to automatically detect LAN settings. From your browser, navigate to **Tools > Internet Options.** Select the **Connections** tab and click the **LAN Settings** button. Select **Automatically detect settings** in the **Automatic configuration** group box.

- Create a Voucher Build process run control and request a run of the Voucher Build process.

Related Topics

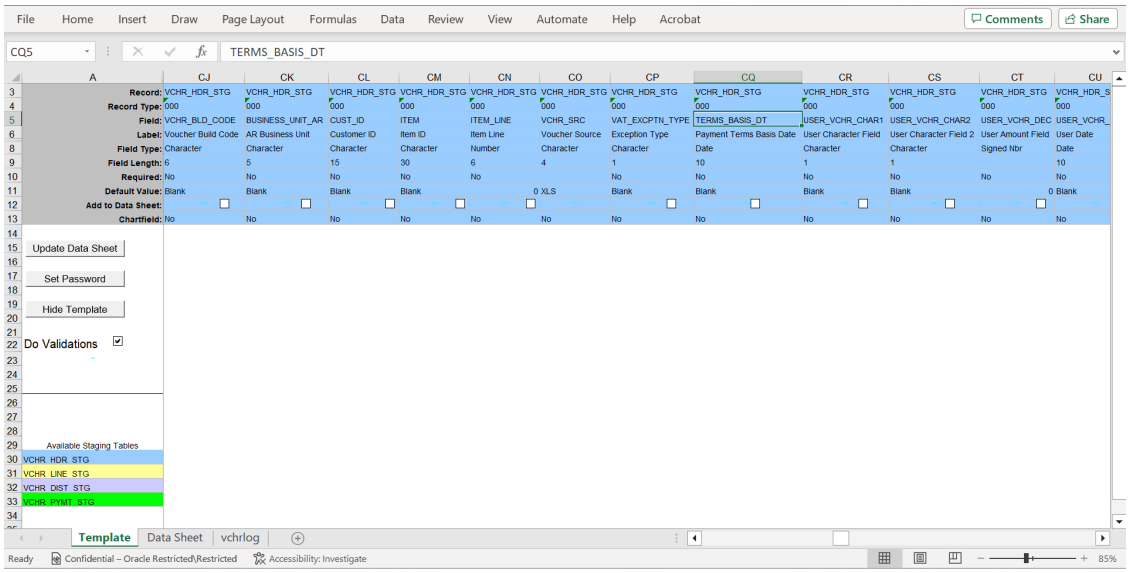
- Running the Voucher Build Process and Reviewing Messages
  This section lists common elements and discusses how to run the Voucher Build process, review process messages, and review vouchers with errors.

Setting Up Spreadsheet Vouchers

This section discusses how to set up spreadsheet vouchers.

View the Spreadsheet Voucher - Template worksheet by clicking the ExcelUploadforVoucher.xls file delivered with your PeopleSoft products. You set the defaults and set up your voucher spreadsheets for importing into PeopleSoft Payables on the Template worksheet.

This example illustrates the fields and controls on the Spreadsheet Voucher - Template worksheet. You can find definitions for the fields and controls later on this page.



The Template worksheet contains all the available fields that you can input to populate the voucher data.

See *PeopleTools: Integration Broker*

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Field or Control	Description
Record	Displays the staging table record associated with the field.
Record Type	Displays the record type associated with the field: • *000* - voucher header. The voucher header fields are highlighted in blue. • *001* - voucher line. The voucher line fields are highlighted in yellow. • *002* - voucher distribution. The voucher distribution fields are highlighted in purple. • *003* - voucher payment. The voucher payment fields are highlighted in green. Voucher header, line, distribution, and payment fields are color coded to differentiate the various sets of data.
Field	Displays the name of the field.
Label	Displays the label of the field.
Field Type	Displays the type of the field. Types include *Character*, *Date,* and *Number*.
Field Length	Displays the length of the field.
Required	Displays a value of *Yes* or *No* depending on if the field is required during data entry.
Default Value	Enter the default value for the field. The value entered in the Template worksheet will be the field value displayed on the Data Sheet worksheet. You can override the default value on the Data Sheet worksheet. **Note:** You can enter default values for fields not included in the Data Sheet worksheet. The default values will become part of the transaction data, but will not be visible on the Data Sheet worksheet.
Add to Data Sheet	Select the check box to include the field on the Data page. **Note:** You must enter minimal information, such as the business unit, supplier ID, invoice ID, invoice date, and merchandise amount in order to properly convert the data to XML and build the voucher in the Voucher Build process.
Update Data Sheet	Click to update the Data Sheet worksheet with the selected fields.
Set Password	Click to enter or change a password associated with this spreadsheet file.

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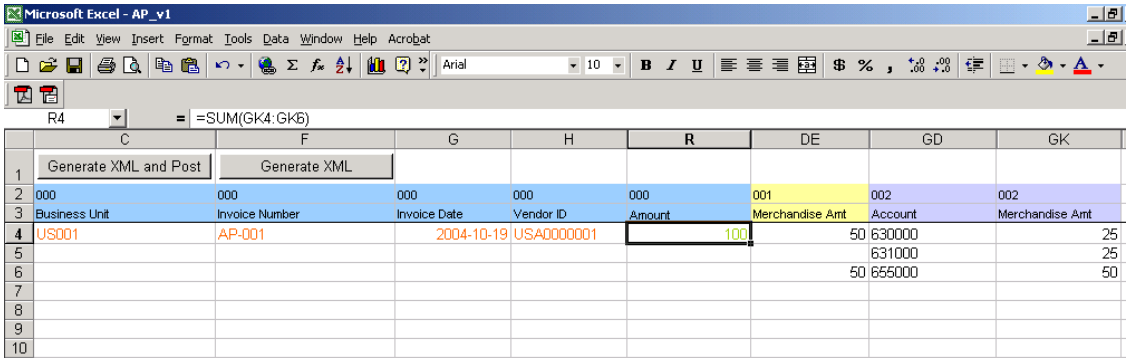
Field or Control	Description
Hide Template	Click to hide the Template worksheet for this spreadsheet file. You will be prompted to enter a password if one has not been defined. You can navigate back to the Template worksheet by selecting from your Microsoft Excel Tools menu, Macro, Macros. A window pops up listing all the macros. Select the *ShowAdminSheet* macro and click **Run.** The system prompts you for a password before displaying the Template worksheet.
Do Validations	Select this check box to enable validations of the comment length, date fields and ChartField values. If you do not select this check box, the spreadsheet will only validate that the required fields contain data.

Entering and Importing Spreadsheet Vouchers

This section discusses how to enter and import spreadsheet vouchers.

Access the Spreadsheet Voucher - Data Sheet worksheet by clicking the ExcelUploadforVoucher.xls file delivered with your PeopleSoft products. You use the Data Sheet worksheet to create and import voucher data.

This example illustrates the fields and controls on the Spreadsheet Voucher - Data Sheet worksheet. You can find definitions for the fields and controls later on this page.



Enter voucher data and import the voucher data into PeopleSoft Payables using the Data Sheet worksheet. The Data Sheet worksheet is designed to display only the fields selected in the Template worksheet. You can use Microsoft Excel functionality to populate data in the Data Sheet worksheet. For example, you can enter a formula in the gross amount field in the voucher header that sums up the amount fields on the voucher distribution line.

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> **Note**
>
> You are required to enter data in at least one row in the voucher header and the voucher distribution line. If no data is entered in the voucher line, VB macros create data from the fields entered in the voucher header. You should not enter the same voucher header data for multiple voucher lines. Also, you should not enter the same voucher line data for multiple distribution lines.

Field or Control	Description
Record Type (line 2)	Displays the record type associated with the field: • *000* - voucher header. The voucher header fields are highlighted in blue. • *001* - voucher line. The voucher line fields are highlighted in yellow. • *002* - voucher distribution. The voucher distribution fields are highlighted in purple. • *003* - voucher payment. The voucher payment fields are highlighted in green. Voucher header, line, distribution, and payment fields are color coded to differentiate the various sets of data.
Description (line 3)	Displays the description of the field.
Generate XML and Post	Click to create an XML file and instantly post the file to the URL defined in the Template worksheet. The Microsoft Excel Save As window appears when you click the **Generate XML and Post** button. Save the XML file with the default file name to the same folder where the actual spreadsheet resides to instantly post the XML file to the URL. **Note:** For the VB macro to post your file to the URL available to the Integration Broker, you must use the default file name and save the file in the same directory and folder that contains the source Microsoft Excel file (for example, the ExcelUploadforVoucher.xls file). **Note:** The URL string must be valid to post the XML data. The VOUCHER_BUILD message retrieves the XML data from the URL site once it is posted. Logs are written to the vchrlog worksheet in the current spreadsheet.

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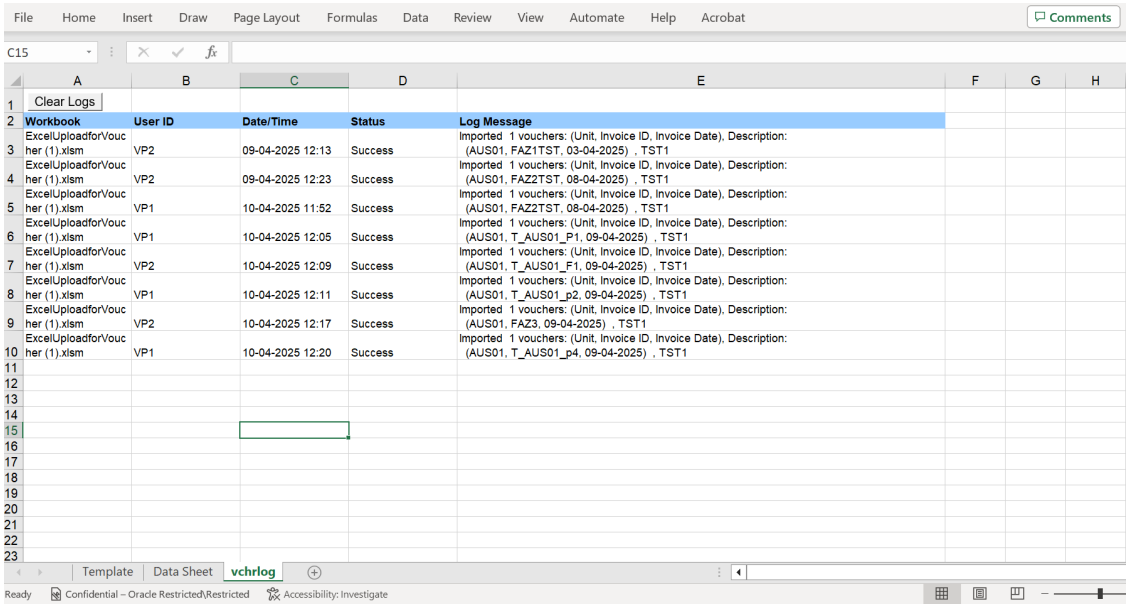
Field or Control	Description
Generate XML	Click to create an XML file. The Microsoft Excel Save As window appears when you click the **Generate XML** button. Indicate the file name and where you want to save it. As an example, you can write the data to an FTP site and create another process to post the XML file to the URL separately. When the Integration Broker is active, the VOUCHER_BUILD message picks up the XML data. **Note:** You can save the file using a different file name and folder than the default file name and folder if you are using another process to post your file to the URL available to the Integration Broker.

Importing Voucher Logs

This section discusses how to view spreadsheet voucher logs.

Access the Spreadsheet Voucher - vchrlog worksheet by clicking the ExcelUploadforVoucher.xls file delivered with your PeopleSoft products. You use the vchrlog worksheet to view voucher logs.

This example illustrates the fields and controls on the Spreadsheet Voucher - vchrlog worksheet.



Click **Clear Logs** button to remove all logs from the worksheet.

Reviewing Spreadsheet Vouchers

This section provides an overview of how to review spreadsheet vouchers.

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Understanding How to Review Spreadsheet Vouchers

Use the Quick Invoice Entry component (VCHR_QUICK_PNL) to review and update vouchers staged for review by the Voucher Build process, as well as to correct vouchers that have Voucher Build process pre-edit errors.

Use the Voucher component to review and update spreadsheet vouchers with no pre-edit errors and recycle errors. Correct any errors resulting from voucher edit processing in the Voucher component. Once imported, you handle spreadsheet vouchers similarly to regular vouchers entered in the Voucher component.

You can view all corrected spreadsheet vouchers using the various online inquires and reports.

Related Topics

- Reviewing Voucher Build Process Errors
  This section provides an overview of voucher build error review and discusses how to review Voucher Build process error details.

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Managing Vouchers

Understanding Voucher Management

Entering vouchers online or in batch mode is only the first part of the payables life cycle. The full flexibility of PeopleSoft Payables comes into play as you manage approval processing, error correction, and OpenItem accounting for vouchers on their way to payment.

This section discusses:

- Voucher approval.
- Voucher deletion, closure, and unposting.
- Voucher correction and mass maintenance.
- OpenItem accounting.

Voucher Approval

You can approve vouchers manually, or you can approve them through workflow. If your organization has a single approver, you may want to approve vouchers by accessing the Voucher Approval component (VCHR_APPROVE) directly. If your organization has multiple levels of approval, you probably want to use workflow.

If a voucher has attachments, they can be viewed from the approval component. The approver can also put a voucher on hold.

Related Topics

- Approving Vouchers
  This section provides an overview of voucher approval and lists prerequisites.

Voucher Deletion, Closure, and Unposting

You can delete, close, and unpost individual vouchers using the Delete Voucher, Close Voucher, and Unpost Voucher pages. Deleting a voucher removes the voucher from your system irreversibly (although the voucher remains in the voucher tables marked as deleted, and thus available only for audit trail purposes). Closing a voucher "writes off" the remaining liability on a voucher that you are not going to pay. And unposting a voucher reverses the accounting entries that have been posted to the voucher accounting entry tables so that you can modify the voucher (usually just distribution line information) and repost.

To unpost, close, and delete a selected set of multiple vouchers at once, use the Voucher Mass Maintenance component (VCHR_MASS_MAINT).

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> **Note**
>
> When you close vouchers that are associated with purchase orders, and/or you have installed Commitment Control, the system performs specific closure logic that can also restore encumbrances for fully paid vouchers. This functionality exists only for the voucher close component; you cannot restore encumbrances for vouchers closed with the mass maintenance component.

Related Topics

- Unposting Individual Vouchers
  This section discusses how to unpost vouchers.

Voucher Correction and Mass Maintenance

PeopleSoft Payables provides two methods for correcting unpaid vouchers:

1. The Voucher Maintenance Search component (VCHR_CORRECT_SRCH) and Voucher Maintenance component (VCHR_CORRECTION).

   These components enable you to search for vouchers by a number of voucher fields and error criteria, and then search for the exact voucher lines, distribution lines, or scheduled payments that you want to correct.

   The Voucher Maintenance component enables you to handle modifications and add voucher and distribution lines to unposted vouchers of any size, without the burden of calling up the entire voucher. It is particularly useful for modifying large vouchers with many voucher or distribution lines.

2. The Voucher Mass Maintenance component.

   This component enables you to search for vouchers by a number of voucher fields and then update specific fields across all of the vouchers that meet your criteria.

   You can also use the Voucher Mass Maintenance component to close, delete, and unpost multiple vouchers that share particular field values.

   The Voucher Mass Maintenance component is ideal for situations such as a reorganization that results in a department ID change: you search for all unpaid vouchers with distribution lines that include the old department ID and update them all at once with the new department ID.

Related Topics

- Searching for and Correcting Individual Vouchers
  This section provides an overview of the Voucher Maintenance Search and Voucher Maintenance components and lists common elements.
- Modifying, Unposting, Deleting, and Closing Multiple Vouchers
  This section provides an overview of voucher mass maintenance and lists common elements:

OpenItem Accounting

OpenItem accounting enables you to efficiently define, control, and maintain open accounts until all transactions for an OpenItem cause it to reach a zero balance. You can set up many types of OpenItem accounts when you define accounts on the Account page. Common examples of OpenItem accounts are employee advances, suspense accounts, and interunit

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accounts. Once an OpenItem account is established, you can keep track of the PeopleSoft Payables transactions that are posted to this account using the OpenItem Update page.

Related Topics

- Using OpenItem Accounting in PeopleSoft Payables
  This section provides an overview of OpenItem accounting.

Approving Vouchers

This section provides an overview of voucher approval and lists prerequisites.

Pages Used to Approve Vouchers

Page Name	Definition Name	Usage
Voucher Approval Workflow Page	VCHR_APPROVE_WF	Run the Voucher Approval Workflow process (VCHR_APRV_WF) if you are using workflow to approve vouchers. This Voucher Approval Workflow process selects vouchers that require approval and passes them on to PeopleSoft Component Interfaces, which invokes two routines: Virtual Approver and Virtual Router.
Voucher Approval - Approval Page	VCHR_APPRVL_WF	Approve vouchers.
Remit Supplier Address Page	PYMNT_VCHR_VW_SEC	Review the remit to supplier's address information. See Voucher Approval - Approval Page
Voucher Approval - Line Information Page	VCHR_APPRVL_LN	Review voucher line details for the selected voucher. See Voucher Approval - Approval Page
Voucher Approval - Charge Information Page	VCHR_APPRVL_DST_LN	Review the accounting charges (distribution lines) for each voucher line. See Voucher Approval - Approval Page
Approval Framework - Vouchers – Approval Page	VCHR_APPRVL_AF	Approve vouchers routed for your approval in the Approval Framework.

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Page Name	Definition Name	Usage
Voucher Header Attachment Page	VCHRHDR_ATT_SEC	Displays any attachments that are association with the voucher. The actual attachments are viewable to the approver if this option was selected on the Voucher Attachments page. You can also add additional attachments on this page. See Approval Framework - Vouchers – Approval Page
Approval Framework - Vouchers – Line Information Page	VCHR_APPRVL_LN	View line information for vouchers routed for your approval in the Approval Framework. SeeVoucher Approval - Approval Page
Approval Framework - Vouchers – Charge Information Page	VCHR_APPRVL_DST_LN	View charge information for vouchers routed for your approval in the Approval Framework. See Voucher Approval - Approval Page
Voucher Mass Approvals Page	AP_MASS_APPROVE	Approving or denying multiple vouchers that have been routed to you for approval.

Understanding Voucher Approval

You can approve vouchers manually, or you can approve them through workflow. If your business has a single approver, you may want to approve vouchers by accessing the Voucher Approval component directly. If your business has multiple levels of approval, you probably want to use workflow.

Approvers or managers can use the Delegation Framework to delegate voucher approval authority to other users. For more information about setting up and using Delegation Framework, see Enterprise Components: Understanding Delegation

Workflow Approval

Voucher approval through workflow uses PeopleSoft Virtual Approver or Approval Framework. Both watch for transactions that require approval before they can move on to the next step in a business process—such as purchase requisitions awaiting approval before they can become purchase orders or vouchers awaiting approval before they can be posted or paid. An application engine process routes lists of such transactions to PeopleSoft Component Interfaces, which perform the processing to prepare the transactions for interaction with a user through the worklists. As users select transactions to work on in their worklists, they are presented with transaction data on the appropriate pages. Approving a transaction sends it on to the next step (such as acquiring additional user approvals) or on to a final process (such as posting).

Using workflow in approval processing has these advantages:

- Multilevel parallel and sequential approval rules provide extensive processing flexibility.

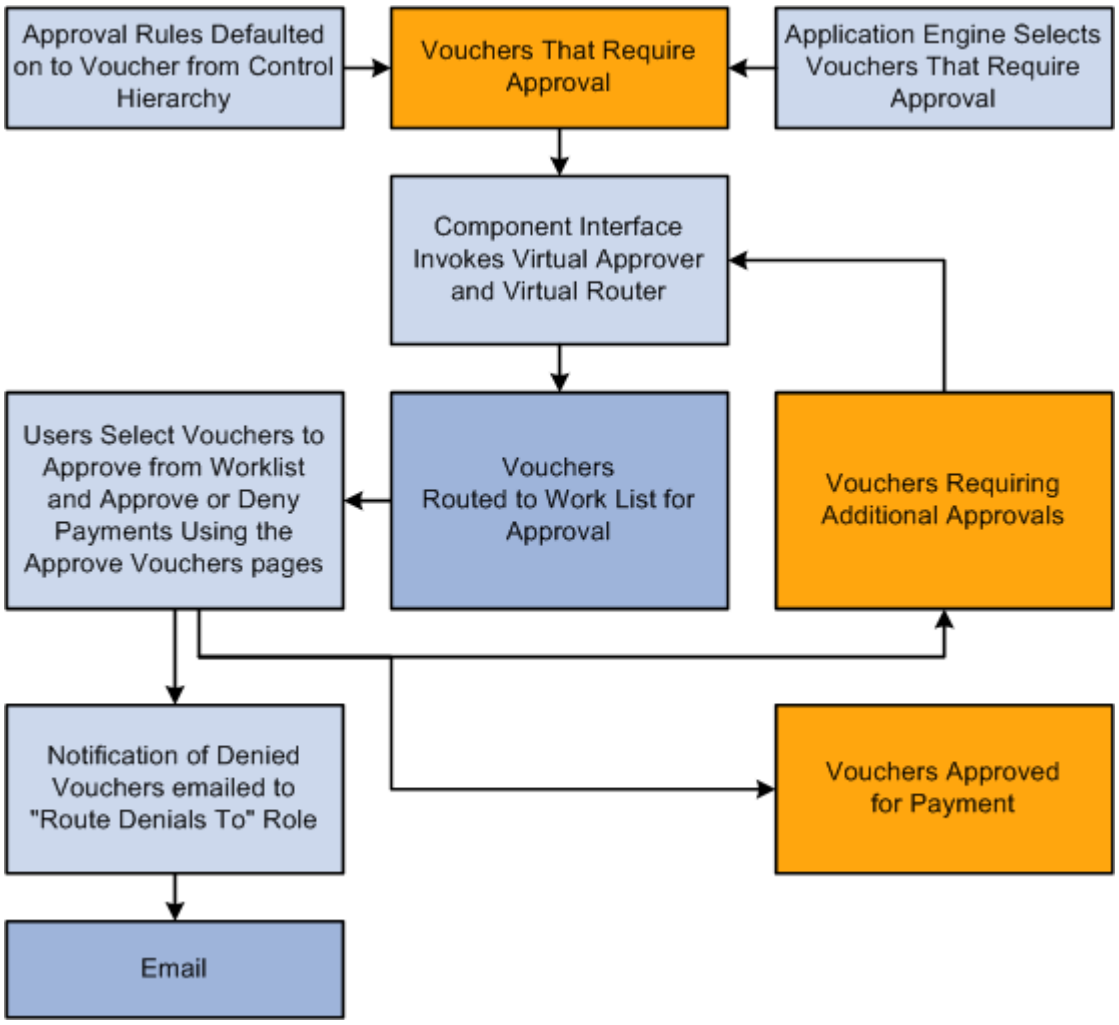
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- Integration with worklists and email systems automates the approval process and ensures timely actions.
- Common objects across applications decrease the learning curve and time needed for implementation.
- Efficient separation of data entry and approval tasks provides control where and when you need it.
- Adaptability enables you to modify your processes as your business rules—and people—change.

Basic Components of the Workflow Approval Process

PeopleSoft Payables delivers a model (or example) of how you might set up your own voucher approval workflow using the PeopleSoft Virtual Approver. This model provides a starting point for your project team to understand and modify the approval process workflow to meet your needs.

Voucher approval process flow.



To adapt the PeopleSoft Virtual Approver model to fit your organization's business processes, a thorough understanding of PeopleSoft Application Designer and Workflow Administrator is necessary. This includes the ability to carefully analyze the fundamental rules, roles, and

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routings that your departments use to carry out their day-to-day business routines, such as approving requisitions, purchase orders, and vouchers in the procurement cycle—processes you'll want to automate using the Virtual Approver.

Workflow Approval During Voucher Entry and Update

During transaction entry, the system refers to the approval rules that govern processing for the different types of transactions. Voucher approval rules are stored on several levels of the control hierarchy: the business unit, origin, control group, supplier, and the voucher itself.

When a voucher is saved during initial entry and is not preapproved, its status is set such that it is selected by the Voucher Approval Workflow process to go through approval processing.

If a voucher has been approved but not paid, and changes are made to the following fields, the voucher is returned to a pending status—unless it was preapproved—and is sent back through the approval processing workflow. This is also true if any new voucher lines or distribution lines are inserted.

- Voucher
  - Invoice ID
  - Invoice Date
  - Supplier ID
  - Total Amount
  - Currency
  - Sales Tax Amount
  - Vat Amount
  - Freight Amount
  - Miscellaneous Amount
  - Payment Terms
- Voucher line
  - PO Business Unit
  - PO ID
  - PO Line
  - Po Schedule
  - Merchandise Amount
  - Item ID
  - Quantity
  - Unit of Measure
  - Unit Price
  - Discount Applicable
  - Withhold
  - Vat Tax Code
  - Vat Recovery Pct
  - Receiver Business Unit

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  - Receiver ID
  - Receiver Line
  - Receiver Schedule
  - Match Line Option
  - Distribution Method
  - Shipto ID
  - Tax Destination
  - Sales Tax Code
  - Ultimate Use Code
  - SUT Applicability
- Distribution Line
  - GL Business Unit
  - Statistics Code
  - Quantity
  - Merchandise Amount
  - Asset
  - Asset Management Business Unit
  - Asset ID
  - Profile ID
  - Vat Transaction Type
  - All Chartfields
- Scheduled Payments
  - Remit Supplier
  - Remit Address Sequence

The approval process establishes that the voucher has been approved for payment processing in the system. The approval process picks up a voucher after it has been edited online or through the Voucher Build Application Engine process (AP_VCHRBLD) and is in a postable status. A voucher that does not require matching can be in one of two postable states:

Term	Definition
Preapproved	The voucher is automatically approved upon balancing and validation and is ready for payment processing.
Requires Payment Approval	The voucher must be manually approved for payment.

If you have the authority to approve vouchers, you can do so using the pages in the Voucher Approval component.

A voucher that requires matching must also go through the Matching Application Engine process (AP_MATCH) to qualify as ready for payment. After the voucher has successfully passed the matching requirements, it is approved for payment. If a voucher does not pass matching, you can still pay it if you have selected the Pay Unmatch Voucher option on the User

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Preferences - Procurement: Payables page for your user ID, or by overriding the match exceptions.

Workflow Approval After Voucher Entry

You should have the Voucher Approval Workflow process scheduled to run regularly. After you have saved a voucher, the Voucher Approval Workflow process determines the current approval status for the voucher by calling the Virtual Approver routine. The status of the voucher is updated based on what Virtual Approver concludes according to the approval rules defined in Workflow Administrator.

The Voucher Approval Workflow process uses PeopleSoft Component Interfaces then determines which users (if any) to notify, through workflow worklists or email forms, of the pending approval. Workflow routing is initiated by calling the Virtual Router routine that performs the needed action. You can access the Voucher Approval page from your worklists, manually inspect the voucher information, and either approve or reject a voucher for payment.

When you enter the Voucher Approval component, the voucher is typically presented in a pending status—payment has not been approved or denied.

> **Note**
>
> The Voucher Approval page displays vouchers whose approval status is *Pending* and whose match status is *Matched.*

In the Voucher Approval Workflow process, both worklists and emails are generated as follows:

- If additional approvals are required, based on what the Virtual Approver concludes, the system generates appropriate worklists for the roles that are eligible to approve the voucher.
- If a voucher is denied and is using Virtual Approver, the system sends an email with voucher details to the role you define on the Payables Options - Vouchering Options 1 page.

  The person you define as the one to whom all rejection emails should be forwarded receives these voucher details. You can choose not to use email for rejections but to instead create an additional worklist to use for routing. An email was defined for rejections to provide examples of both worklists (approved vouchers are sent to a worklist) and emails (denials are sent by email).

  See Payables Options - Vouchering Options 1 Page.
- If a voucher is denied and is using Approval Framework, the system sends notifications as defined in the Approval Transaction configuration. The voucher will be available for future updates and submitting for approval again.
- If the voucher passes all approvals, its comprehensive approval status is set to *Approved,* and you can select it for payment.

Worklists for Voucher Approval

Your worklist displays all items that have been routed to you to work on. In PeopleSoft Payables, use the workflow worklist to navigate to the Voucher Approval pages to inspect and take action on vouchers that must be approved for payment.

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Related Topics

- Understanding the Matching Process
  Use the Matching process to compare vouchers with purchase orders and receiving documents. That way, you can ensure that you pay for only the goods and services that you order and receive. To run the Matching process, you must have installed PeopleSoft Payables and PeopleSoft Purchasing. The system automatically performs the required matching based on the document characteristics. Users simply select a match rule control ID; the system handles all of the comparison. Use the matching exceptions workflow, provided with PeopleSoft Payables, to route match exceptions to specified users. PeopleSoft eSettlements also uses the Matching process to compare invoices with purchase orders and receipts.

Prerequisites

You must perform the following setup before using voucher approval:

- (For workflow approval only) Set up Virtual Approver for voucher approval.

  PeopleSoft delivers business process definitions, rule sets, and approver roles, but you may need to modify these or add your own.
- Set up voucher approval rules for PeopleSoft Payables business units and, as necessary, at lower levels in the PeopleSoft Payables control hierarchy.

Related Topics

- Payables Options - Vouchering Options 1 Page
  Use the Payables Options - Vouchering Options 1 page (BU_AP_OPT_VCHR1) to enter the voucher approval rules, currencies, and single payment supplier for the SetID.
- Delivered Workflows for PeopleSoft Payables
  This section discusses PeopleSoft Payables workflows. The workflows are listed alphabetically by workflow name.

Voucher Approval Workflow Page

Use the Voucher Approval Workflow page (VCHR_APPROVE_WF) to run the Voucher Approval Workflow process (VCHR_APRV_AF) if you are using workflow to approve vouchers.

This Voucher Approval Workflow process selects vouchers that require approval and passes them on to PeopleSoft Component Interfaces, which invokes two routines: Virtual Approver and Virtual Router.

Navigation:

Accounts Payable, and then **Vouchers**, and then **Approve**, and then **Request Voucher Batch**, and then **Voucher Approval Workflow**

This page allows you to view vouchers that can be selected based on a combination of the various selection parameters available during the run time, for all the process options other than **Process all eligible vouchers**. The various options to filter available vouchers are:

- Supplier and Set ID
- Business Unit
- Control Group
- Voucher Origin
- Voucher Source

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- Voucher ID
- Date Range

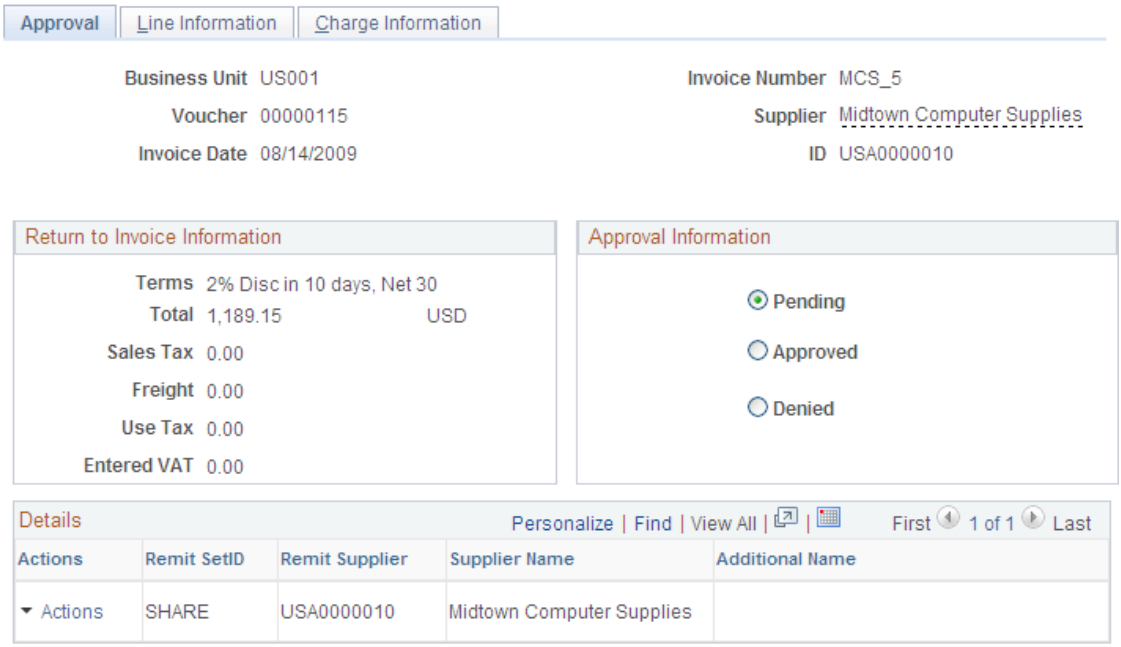
Voucher Approval - Approval Page

Use the Voucher Approval - Approval page (VCHR_APPRVL_WF) to approve vouchers.

Navigation:

Accounts Payable, and then **Vouchers**, and then **Approve**, and then **Approve Voucher**, and then **Approval**

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



> **Note**
>
> The Voucher Approval page displays vouchers whose approval status is *Pending* and whose match status is *Matched.*

You can use the Voucher Approval component as part of workflow, or you can use it to approve vouchers manually. Approval processing steps are the same, regardless of whether you arrived there through the worklist or by navigating through the menus manually.

To access the Remit Supplier Address page, click the View Related Links button on the Voucher Approval - Approval page.

To access the Voucher Approval - Line Information page, use the navigation: **Accounts Payable**, and then **Vouchers**, and then **Approve**, and then **Approve Voucher**, and then **Line Information**

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To access the Voucher Approval - Charge Information page, use the navigation: **Accounts Payable**, and then **Vouchers**, and then **Approve**, and then **Approve Voucher**, and then **Charge Information**

Approval Information

The Approval Information group box displays the current approval status of the voucher: **Pending, Approved,** or **Denied.**

> **Note**
>
> If you have the authority, you can deny or approve vouchers. Vouchers do not display on this page after you have approved and saved them. Also, if you do not have the authority to change voucher status, you can only route vouchers to an authorized approver.

Before you approve a voucher, you can also view voucher line and distribution line information on the Voucher Approval - Line Information page and the Voucher Approval - Charge Information page.

Voucher Details

The Voucher Details group box displays voucher header totals.

Details

The Details group box displays supplier details.

Field or Control	Description
	Click the **View Related Links** button to access the Remit Supplier Address page, where you can view the supplier's address.

To access the Approval Framework - Vouchers – Line Information page, use the navigation: **Accounts Payable**, and then **Vouchers**, and then **Approve**, and then **Approval Framework - Vouchers**, and then **Line Information**

To access the Approval Framework - Vouchers – Charge Information page, use the navigation: **Accounts Payable**, and then **Vouchers**, and then **Approve**, and then **Approval Framework - Vouchers**, and then **Charge Information**

Approval Framework - Vouchers – Approval Page

Use the Approval Framework - Vouchers – Approval page (VCHR_APPRVL_AF) to approve vouchers routed for your approval in the Approval Framework.

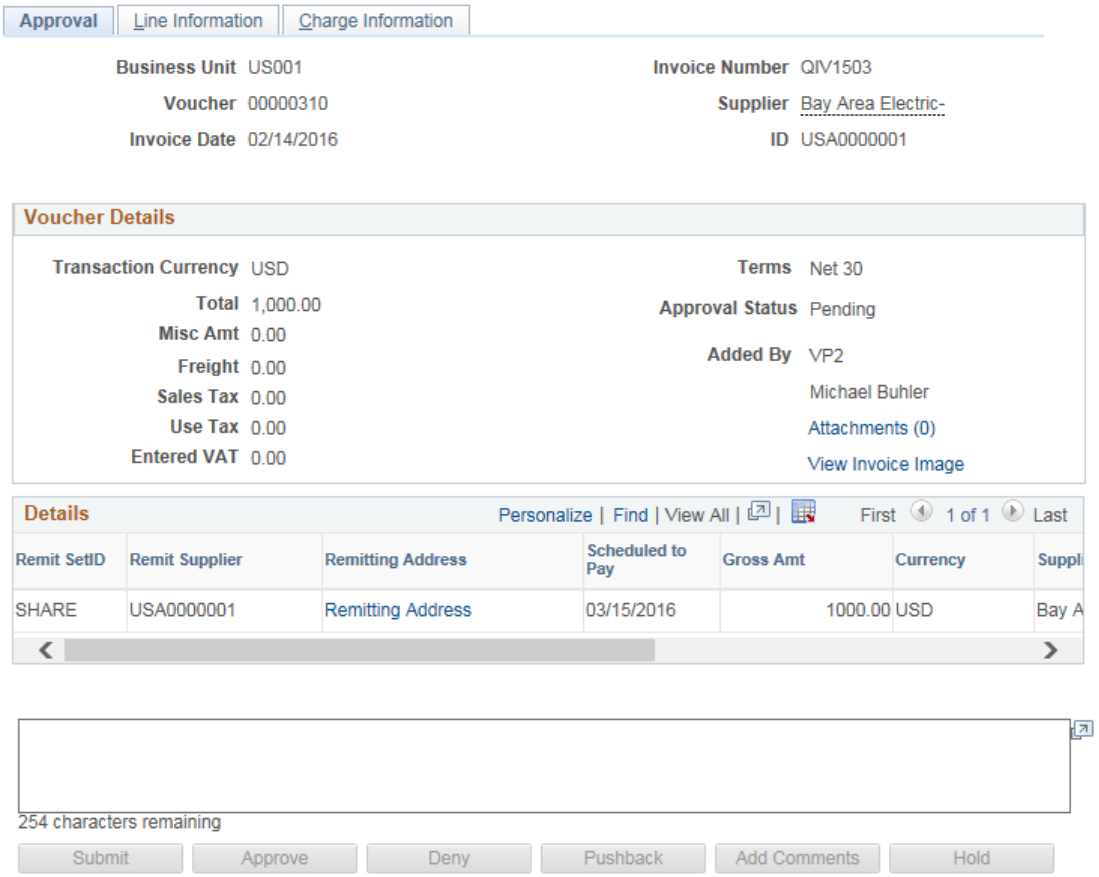
Navigation:

Accounts Payable, and then **Vouchers**, and then **Approve**, and then **Approval Framework - Vouchers**, and then **Approval**

Worklist, Worklist. For the work item, Approval Routing, click the voucher link on the row.

This example illustrates the fields and controls on the Approval Framework - Vouchers – Approval page.

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Field or Control	Description
View Invoice Image	Click 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 This link is available only if Document Content Management Interface is enabled on the Installation Options – Payables page. This link is enabled on this page only after the Voucher Build process runs successfully and creates a voucher.

Use the Voucher Approval page to perform your approval tasks, including:

- Approving vouchers that have been routed to you.
- Deny vouchers that have been routed to you.
- Pushback vouchers that have been routed to you.
- Add comments to the approval routing.
- Put a voucher on hold that have been routed to you.
- Assign additional approvers.

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- View or add attachments to the voucher.

To access the Voucher Header Attachment page, click the Attachment (n) link on the Approval Framework - Vouchers – Approval page.

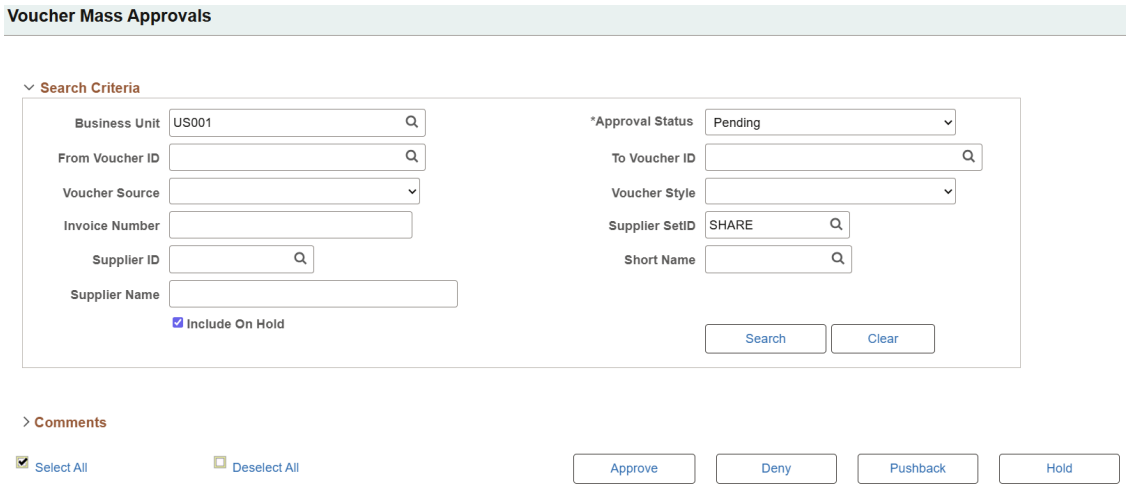
Voucher Mass Approvals Page

Use the Voucher Mass Approvals page (AP_MASS_APPROVE) to approving or denying multiple vouchers that have been routed to you for approval.

Navigation:

Accounts Payable, and then **Vouchers**, and then **Approve**, and then **Mass Voucher Approval**

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



Field or Control	Description
Business Unit	Enter the business unit to search for vouchers requiring your attention. You must enter at least the business unit.
From Voucher ID and **To Voucher ID**	Select a voucher. You can click the Voucher ID in the search results to access the Voucher Inquiry page and view information about this voucher.
Invoice Number	You can search invoice numbers using wildcard symbols.
Approval History	Click to view a graphical representation of the approval history. You can further drill down to view other approvers assigned to this routing.

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 vouchers that are pending your approval. You

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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 Payables.

For system-wide setup of Mobile Approval Framework, see Application Fundamentals: Configuring Fluid Approvals

Accessing and Approving Pending Vouchers Using Mobile Devices

Once you have configured Payables for Approval Framework as well as system-wide Mobile Approval Framework Options, you can access your pending vouchers 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 Application Fundamentals: Approving Pending Transactions in Fluid

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 PeopleSoft General Ledger: Understanding Configurable Workflow

Approving Vouchers Using Mobile Approvals

This section discusses approving vouchers using Mobile Approvals.

Pages Used to Approve Vouchers using Mobile Approvals

Page Name	Definition Name	Usage
Approvals Tile	HMAP_APPR_TILE_FL	Review pending and historical approval requests that are associated with the user
Pending Approvals Page	EOAWMA_MAIN_FL	View a list of all transactions that apply to the selected transaction category and access the respective transactions that are pending your approval
Filters Page	EOAWMA_FLTR_SCF	Refine the results displayed in the Pending Approvals page.
Voucher 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 action selected for the transaction.
Distributions Page	EOAWMA_TXNDTL_FL	View line details.
Approvals History Page	EOAWMA_MAIN_FL	View a list or approval transactions you have worked on in the past.

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See Application Fundamentals: Understanding Fluid Approvals in FSCM.

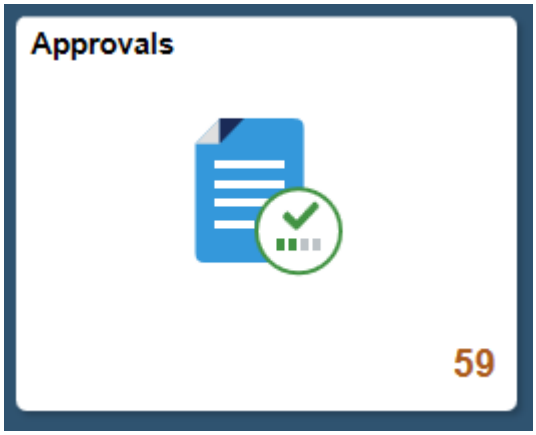
Approvals Tile

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 Approvals tile.



For information about how to add a tile to a PeopleSoft Fluid Home page, see Application Fundamentals: Adding Homepages and Tiles

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

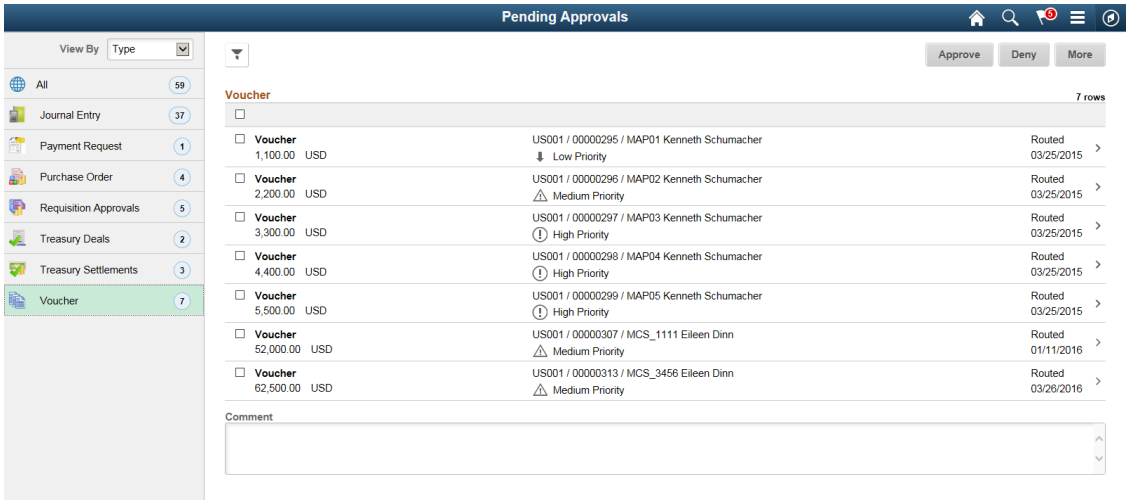
Use the Pending Approvals page (EOAWMA_MAIN_FL) to view a list of all transactions that apply to the selected transaction category and access the respective transactions that are pending your approval.

Navigation:

Common Approval Management, and then **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.

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> **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.

Oracle PeopleSoft delivers Notification Composer Framework to manage the setup and administration of notifications in one central location. Once you have adopted the Notification Composer feature, you must use it to create new notifications and manage your existing notifications.

For more information about Notification Composer Framework, see Enterprise Components: Understanding Notification Composer

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.

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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 Voucher 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 Voucher Page, and approve the transaction from there. Mass approvals is determined on the Enterprise Components: Fluid Approval Setup - Transactions Page.

Filters Page

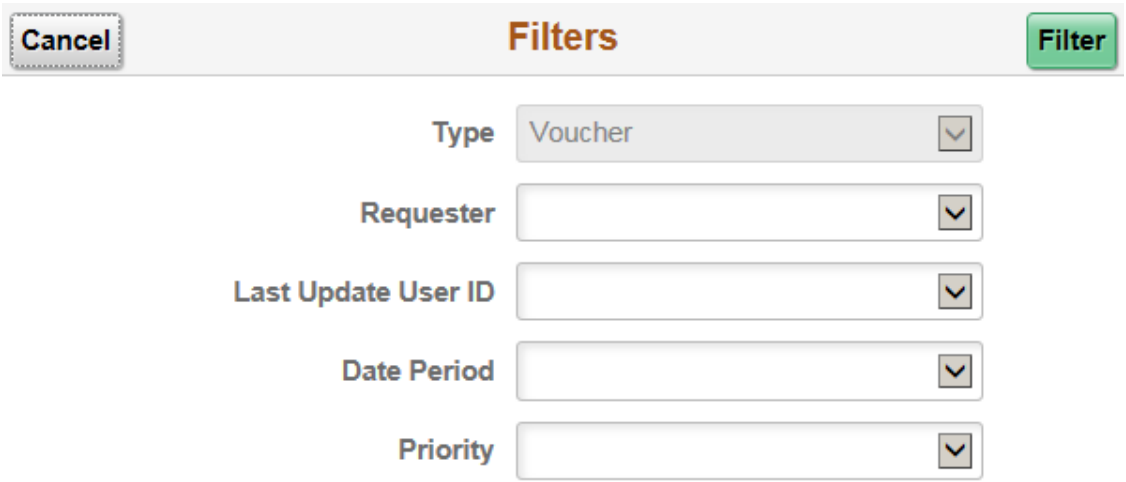
Use the Filters page (EOAWMA_FLTR_SCF) to refine the results displayed in the Pending Approvals page.

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Navigation:

From the Pending Approvals page, select the Filter icon.

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



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.

Voucher Page

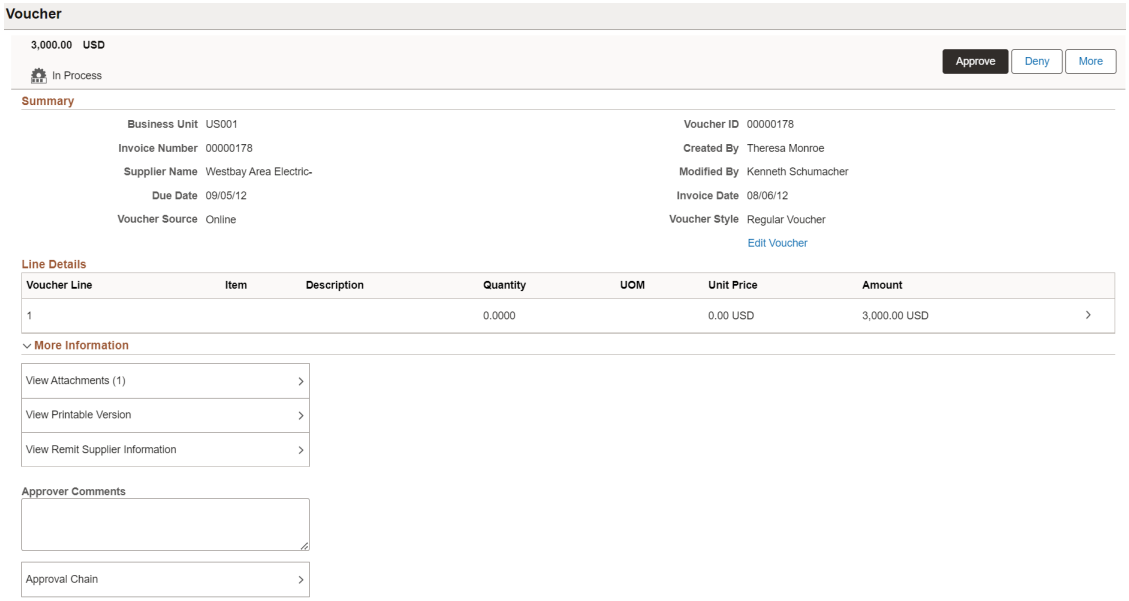
Use the Voucher page (EOAWMA_TXNHDTL_FL) to view transaction information and perform approval tasks.

Navigation:

From the Pending Approval page, select a transaction on the right.

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This example illustrates the fields and controls on the Voucher 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 Enterprise Components: Pending Approvals Page:

- Approve
- Deny
- Pushback
- Hold
- Request Information
- More (the page displays this button when the other buttons do not all fit on the page)

Field or Control	Description
Approve, Deny, Pushback, Hold, Request Information	Select an option for the transaction. When you select one of these buttons, the system allows you to confirm or cancel your action.
Edit Voucher	Select to edit the voucher information on the Regular Entry page before approval. See Voucher - Summary Page for more information.
View Attachments	Select to open the View Attachments page and view any attachments included at the time of creating the voucher.

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Field or Control	Description
View Invoice	Select to view the invoice in the URL entered in the Installation Options – Payables page. View Invoice option is available only if voucher source is Document Management Interface. Ensure that the Document Content Management Interface is enabled on the Installation Options – Payables page. For additional information, see Application Fundamentals: Installation Options - Payables Page. For more information on URL maintenance, see *PeopleTools System and Server Administration*, "Using PeopleTools Utilities", Using Administration Utilities.
View Printable Version	Select to view the invoice in PDF format.
View Remit Supplier Information	Select to view the remit supplier information.

Summary Section

The Summary section displays high-level information about the transaction. Most of this information is also displayed on the Pending Approvals page.

Lines Section

The Lines section displays a summarized list of all lines on the transaction. Select the right arrow to access line summary and detail information.

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

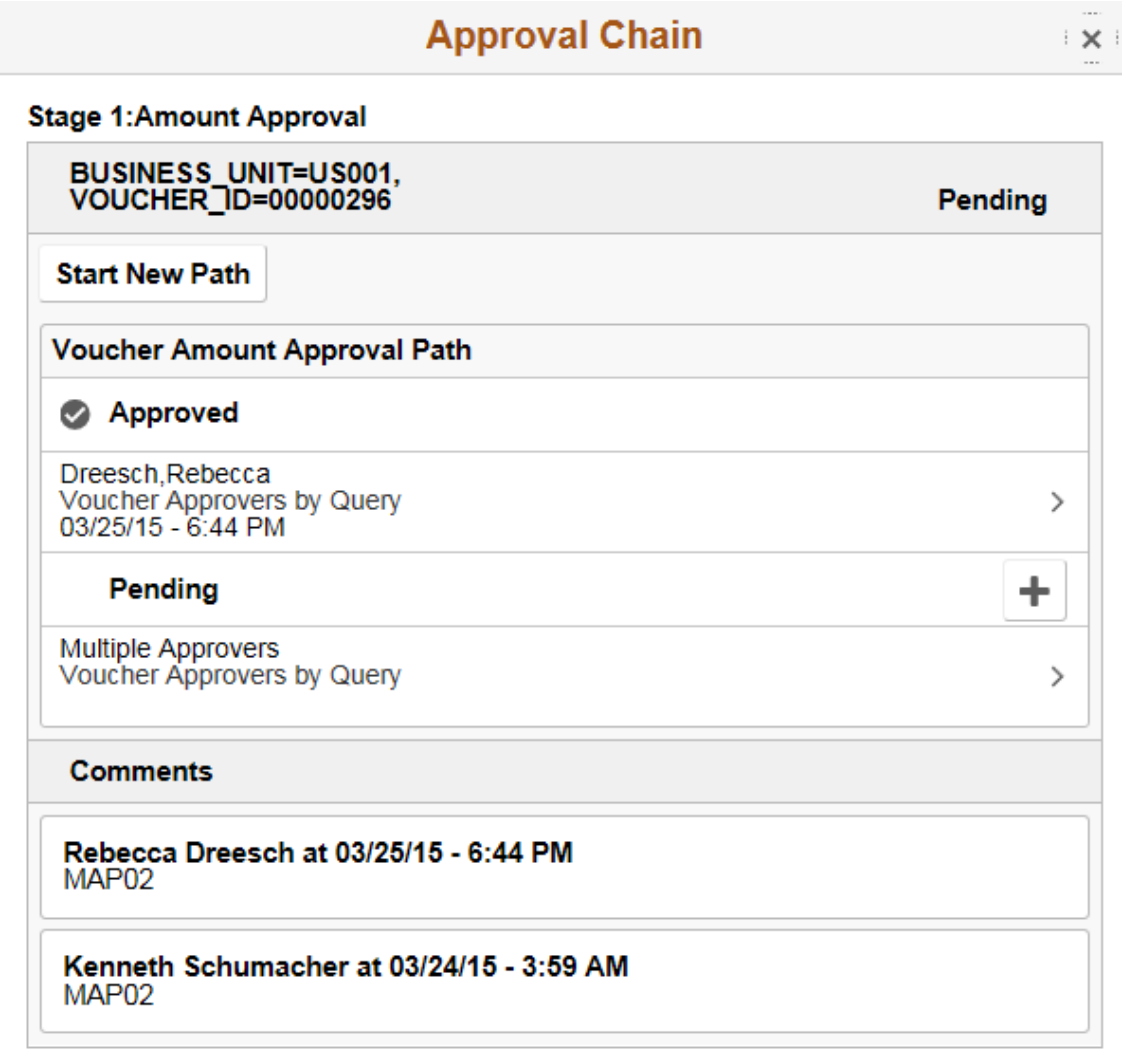
Use the Approval Chain page (EOAWMA_APPC_SCF) to view and add to the approval chain.

Navigation:

Select the Approval Chain section on the Voucher 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.

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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

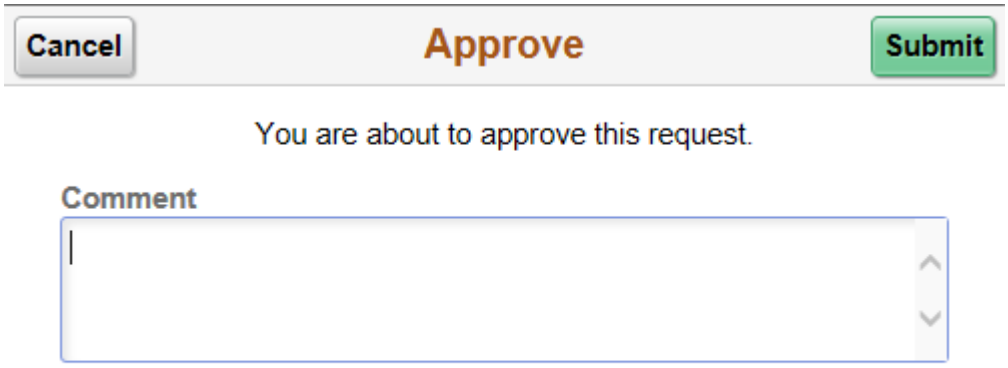
Use the Approve page (EOAWMA_HDRACT_SCF) to submit or cancel your action selected for the transaction.

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.

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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.

Comments entered while denying the request on Fluid Approval by the approver are included in the Deny Email Notification. It is recommended that the approver enter comments when denying the request even though comments are optional.

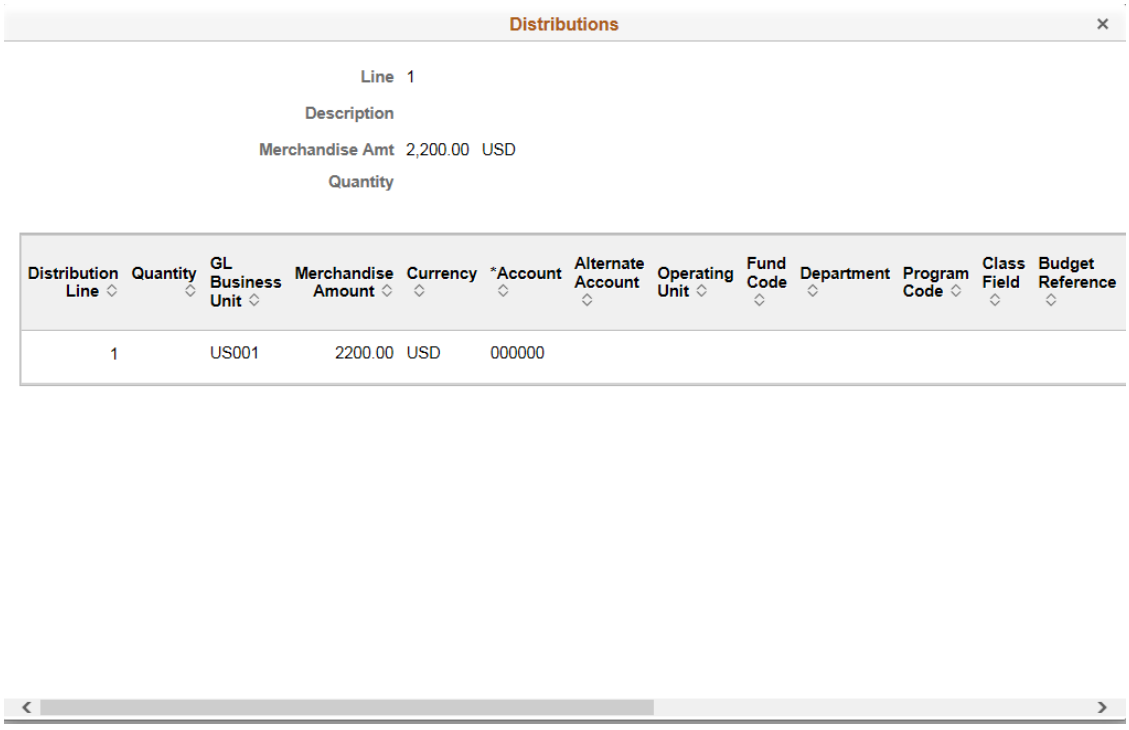
AWE Process ID	Event	New SQL Identifier	Denial Notification Template
VoucherApproval	On Final Denial	AP_VCHR_AF_DNY_VCHR_INFO	Voucher Denied
VendorApproval	On Final Denial	AP_VNDR_AF_DNY_VNDR_INFO	Vendor Denied
PaymentRequestApproval	On Final Denial	AP_PR_AF_DNY_EMAIL_INFO	PaymentRequestDenied
EMInvoiceApproval	On Final Denial	EMVCH_AF_DNY_VCHR_INFO	Invoice Deny

Distributions Page

Use the Distributions page (EOAWMA_TXNDTL_FL) to view line details.

This example illustrates the fields and controls on the Distributions page.

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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 Enterprise Components: Fluid Approval Setup - General Settings Page setup page. This page displays a message below the category tabs indicating the time period for which history is displayed.

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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.

Unposting Individual Vouchers

This section discusses how to unpost vouchers.

Pages Used to Unpost Individual Vouchers

Page Name	Definition Name	Usage
UnPost Voucher Page	VCHR_UNPST1	Unpost vouchers.
Document Sequence (Unpost) Page	DOC_SEQ_UNPST_SEC	Specify document sequencing information for the unposting transaction. See UnPost Voucher Page
Document Sequence (Repost) Page	DOC_SEQ_REPST_SEC	Specify document sequencing information for the voucher reposting transaction. See UnPost Voucher Page
Voucher Details Page	VOUCHER_DETAILS	Confirm that you have selected the correct voucher for unposting, closing, or deletion. View the voucher details, including payment terms, discount information, amount of voucher, and tax information. See Delete Voucher Page

Related Topics

- Modifying, Unposting, Deleting, and Closing Multiple Vouchers
  This section provides an overview of voucher mass maintenance and lists common elements:
- Voucher Deletion, Closure, and Unposting
  You can delete, close, and unpost individual vouchers using the Delete Voucher, Close Voucher, and Unpost Voucher pages. Deleting a voucher removes the voucher from your system irreversibly (although the voucher remains in the voucher tables marked as deleted, and thus available only for audit trail purposes). Closing a voucher "writes off" the remaining liability on a voucher that you are not going to pay. And unposting a voucher reverses the accounting entries that have been posted to the voucher accounting entry tables so that you can modify the voucher (usually just distribution line information) and repost.

UnPost Voucher Page

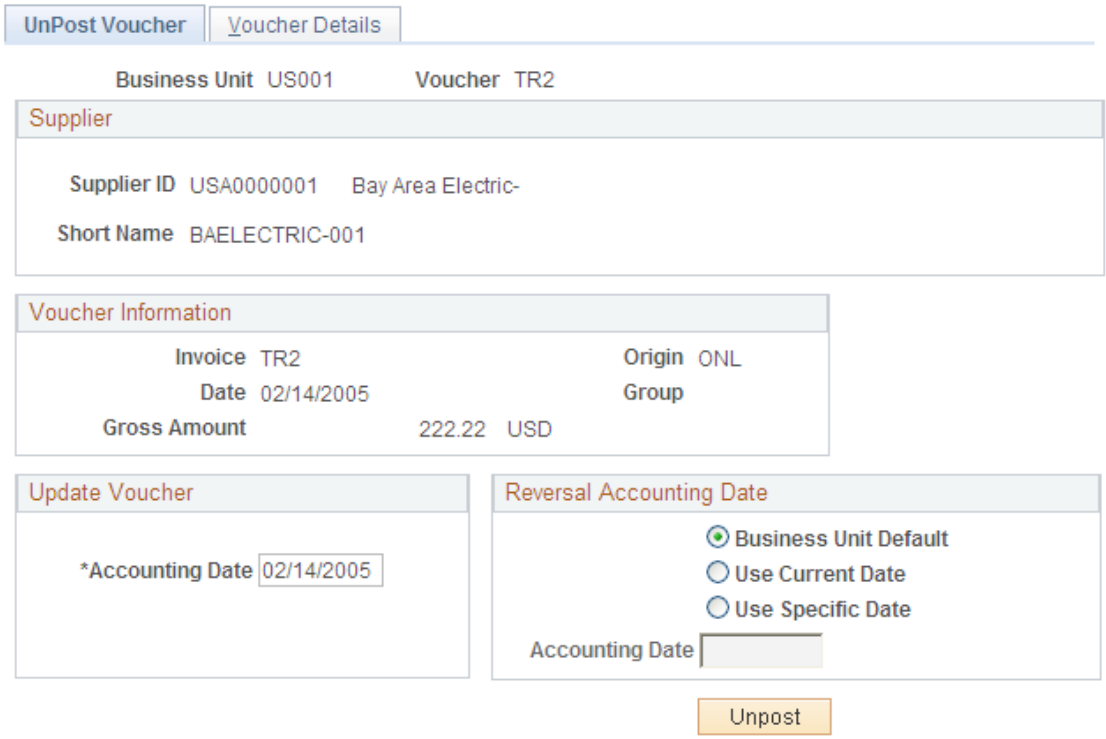
Use the UnPost Voucher page (VCHR_UNPST1) to unpost vouchers.

Navigation:

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Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **UnPost Voucher**, and then **Unpost Voucher**

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



After a voucher is posted using the Voucher Posting Application Engine process (AP_PSTVCHR), PeopleSoft Payables prevents you from changing distribution line fields by disabling those fields on the online Voucher component (VCHR_EXPRESS). If you must update distribution line information after posting, you must first unpost the voucher.

Unposting a voucher instructs the PeopleSoft Payables system to create reversing entries that undo the effects of the posting. Unposting happens immediately when you save the UnPost Voucher page.

> **Note**
>
> Any unpaid voucher can be unposted. Fully or partially paid vouchers can be unposted only if you select **Allow Unpost Paid Vouchers** on the Procurement Controls - General Controls page for the related general ledger business unit.

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Update Voucher

Field or Control	Description
Accounting Date	Override the accounting date, which defaults from the original voucher. This field is required.

Reversal Accounting Date

Field or Control	Description
Business Unit Default	Select this option to accept the business unit default as the date of the accounting reversal. The system checks the accounting date indicator on the Payables Options page and uses the specified accounting date.
Use Current Date	Select this option to make the current date the date of the accounting reversal.
Use Specific Date	Select this option if you want to enter the accounting date to which the reversals will post.

Document Sequencing Links

The following links appear only if document sequencing is enabled for the business unit.

Field or Control	Description
Unpost Document Sequencing	Click to access the Document Sequence page, where you can specify document sequencing information for the unposting transaction.
Repost Document Sequencing	Click to access the Document Sequence page, where you can specify document sequencing information for the reposting transaction.

Unposting Action

Field or Control	Description
Unpost	Click to start the unposting process. The system issues a message prompting you to confirm the unpost. If you want to continue with the unpost, click **OK.** Before you unpost the voucher, view voucher details on the Voucher Details page.

Once you have unposted the voucher, you can update it using the Voucher component or the Voucher Maintenance component and repost it. If the voucher is unpaid, then all voucher fields are available for updating (unless it is a register voucher, in which case only voucher line and distribution lines fields can be updated). However, if the voucher has been paid or partially paid, all fields are completely unavailable for edit.

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> **Note**
>
> The unposting process is not integrated with Vertex and Taxware tax functionality, and the process does not call the Vertex or Taxware functionality to recalculate sales and use tax amounts. This means if you have these third party tax applications installed and create a voucher with erroneous tax amounts, you *cannot* unpost the voucher, correct the tax amounts, and repost the voucher. Instead, you must create a reversal voucher to reverse all the accounting entries in the system, then recreate the voucher with the correct tax amounts.

Related Topics

- Procurement Control - General Controls Page
  Use the Procurement Control - General Controls page (BUS_UNIT_INTFC1) to specify how accounting entries are processed.
- Payables Options - Payables Options Page
  Use the Payables Options - Payables Options page (BU_AP_OPT_ACCTG) to define accounting date options for PeopleSoft Payables business units sharing the SetID.
- Understanding Document Sequencing
  Statutory requirements in some countries require that all financial transactions *(documents)* be classified into different transaction types, and that within each transaction type, all documents entered be numbered sequentially. The Document Sequencing feature helps you maintain established business practices by meeting both of these requirements.
- Searching for and Correcting Individual Vouchers
  This section provides an overview of the Voucher Maintenance Search and Voucher Maintenance components and lists common elements.

Closing Individual Vouchers

This section gives an overview of voucher close functionality discusses how to close vouchers and restore encumbrances.

Pages Used to Close Individual Vouchers

Page Name	Definition Name	Usage
Close Voucher Page	VCHR_CLOSE1	Mark a voucher for closure by the Voucher Posting process. You can close vouchers associated with POs or not associated with POs.
Document Sequence (Close) Page	DOC_SEQ_CLOSE_SEC	Specify document sequencing information for the voucher closing transaction. See Close Voucher Page

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Page Name	Definition Name	Usage
Voucher Details Page	VOUCHER_DETAILS	Confirm that you have selected the correct voucher for unposting, closing, or deletion. View the voucher details, including payment terms, discount information, amount of voucher, and tax information See Delete Voucher Page
PO Associated with a Voucher Page	AP_VCLOSE_PO_DET	View purchase orders associated with the selected voucher. This link is conditional, and the page appears only when the following three conditions exist: • The voucher is associated with a PO. • You have enabled Commitment Control. • You close the voucher with liabilities.
PO Schedules tied to the Voucher Page	AP_VCLOSE_PO_DET1	View purchase order schedules associated with the selected voucher, and determine if you want to restore its encumbrance. The system displays purchase order and voucher quantities and amounts in the Purchase Order Schedule group box and PO ChartFields in the PO Distribution group box. This link is conditional, and the page appears only when the following three conditions exist: • The voucher is associated with a PO. • You have enabled Commitment Control. • You close the voucher with liabilities. See Close Voucher Page
Voucher Inquiry Page	AP_VOUCHER_INQUIRY	Search for and review status of a voucher and any payment information.

Understanding Voucher Close Functionality

This section discusses:

- Voucher close functionality.
- PO voucher close functionality with no Commitment Control integration

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- PO voucher close functionality and Commitment Control integration.
- Voucher closure processing sequence.

Voucher Close Functionality

You close vouchers when you want the remaining liability to be "written off" the supplier balance and the voucher to be considered complete. For example, when you have items in dispute that you and the supplier have agreed that you will not make a payment on these items. Close the voucher to credit the expense accounts and debit the liability accounts for the portion of the voucher that remains unpaid.

To close a voucher, the voucher must satisfy both of these conditions:

- The voucher is Posted and
- The voucher is unpaid or partially paid.

To close vouchers:

1. Create the vouchers.
2. Run the Budget Processor Application Engine process (FSPKBDP3).
3. Run the Matching process.
4. Run the Document Tolerance Application Engine process (FS_DOC_TOL).
5. Run the Voucher Posting process.
6. Close vouchers after the system completes the Voucher Posting process.

   For matched vouchers, the Voucher Posting process reverses the matching, provided the voucher meets certain requirements.

PeopleSoft Payables voucher close logic handles increasingly complex voucher close scenarios, such as the following:

- Basic voucher closures.
- Voucher closures involving associated purchase orders (PO).

  The PO voucher close functionality gives you the option to unmatch vouchers.
- Voucher closures involving associated purchase orders and Commitment Control integration.

  The PO voucher close functionality gives you options by which to make further adjustments to a PO voucher transaction after it has been matched, budget checked, and posted. The PO voucher close functionality enables you to either restore the encumbrance and reopen a purchase order (PO) or to liquidate the remaining liability on a purchase order.

  The PO voucher close functionality offers greater flexibility with exception processing of PO vouchers. For example, if you match a PO voucher to the wrong purchase order or PO line/schedule, the PO Voucher Close option enables you to restore the encumbrance back to the purchase order. However, if you do not want to pay the remaining unpaid amount of a PO voucher, you can close the voucher without restoring the purchase order encumbrance.

  After closing the PO voucher, you must run the Voucher Posting process, as running this process triggers the system to concurrently run the Budget Processor process.

The system performs various edits when you save voucher closures. Note the following restrictions for vouchers with associated purchase orders:

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- You cannot close PO vouchers when the voucher is associated with a debit memo or reversal voucher.
- You cannot reverse encumbrances on partially paid vouchers. You must either cancel the payment or close only the remaining liability.
- You cannot reverse encumbrances if the associated purchase order has been reconciled.

For vouchers without associated purchase orders, you cannot close non-PO vouchers when the voucher is associated with an adjustment voucher or reversal voucher. Vouchers associated with adjustment vouchers cannot be closed unless all related vouchers are closed first.

Note the following limitations for voucher payments:

- You cannot close vouchers having multiple payment schedules, with one of the schedules already paid.
- You cannot cancel a voucher payment if the voucher is associated with a debit memo or a reversal voucher.

Similar functionality exists in the payment cancellation and payment schedule cancellation functionality for payments associated with PO vouchers. This functionality enables you to cancel payments with associated liabilities.

See Understanding Payment Cancellation With Associated Liabilities.

PO Voucher Close Functionality With No Commitment Control Integration

When the closure includes purchase orders associated with vouchers, but Commitment Control is not enabled, the system provides you with the option of unmatching the voucher, in addition to closing the liability. The system:

- Determines if the matched voucher is associated to a closed receiver line.
- Provides you with the option for unmatching the voucher if there is no association to a closed receiver line.

  The system generates a new message asking if you wish to unmatch the voucher. Select **Yes** to unmatch the voucher and close the liability. Select **No** to only close the liability.
- Provides you with the option for unmatching the voucher if there is an association to a closed receiver line.

  The system generates a new message asking if you wish to unmatch the voucher. Select **Yes** to unmatch the voucher and close the liability. Note that the system unmatches the closed receiver line as well. Select **No** to only close the liability.
- Determines if the voucher is partially paid.

  If so, the system displays a warning message that the voucher cannot be unmatched because it has been partially paid. You can continue with closing the voucher, however, the system does not unmatch the voucher.

PO Voucher Close Functionality and Commitment Control Integration

If purchase orders are associated with a voucher marked for closure, the system gives you the option of restoring encumbrance to the purchase order. If you choose to restore the encumbrance, the system automatically unmatches the voucher. If you choose not to restore the encumbrance, the system does not unmatch the voucher.

When the voucher is associated with purchase orders, and Commitment Control is enabled, the system:

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- Determines if the encumbrance can be restored to the purchase order.

  The system generates a message asking if you wish to restore the encumbrance and reopen the purchase order. Select **Yes** to restore the encumbrance and reopen the purchase order. Select **No** and the system only liquidates the liability.

  If you use matching and you opted to restore the encumbrance and reopen the purchase order, the system automatically unmatches the voucher after the Voucher Posting process, which updates the purchase order and the receiver match statuses to *Partial.*

- Determines if the purchase order has been reconciled and finalized, and if encumbrances are established.

  If all purchase orders have been reconciled, then the system prevents you from reopening the purchase orders and restoring the encumbrances and the system advises you that only the remaining liability can be restored.

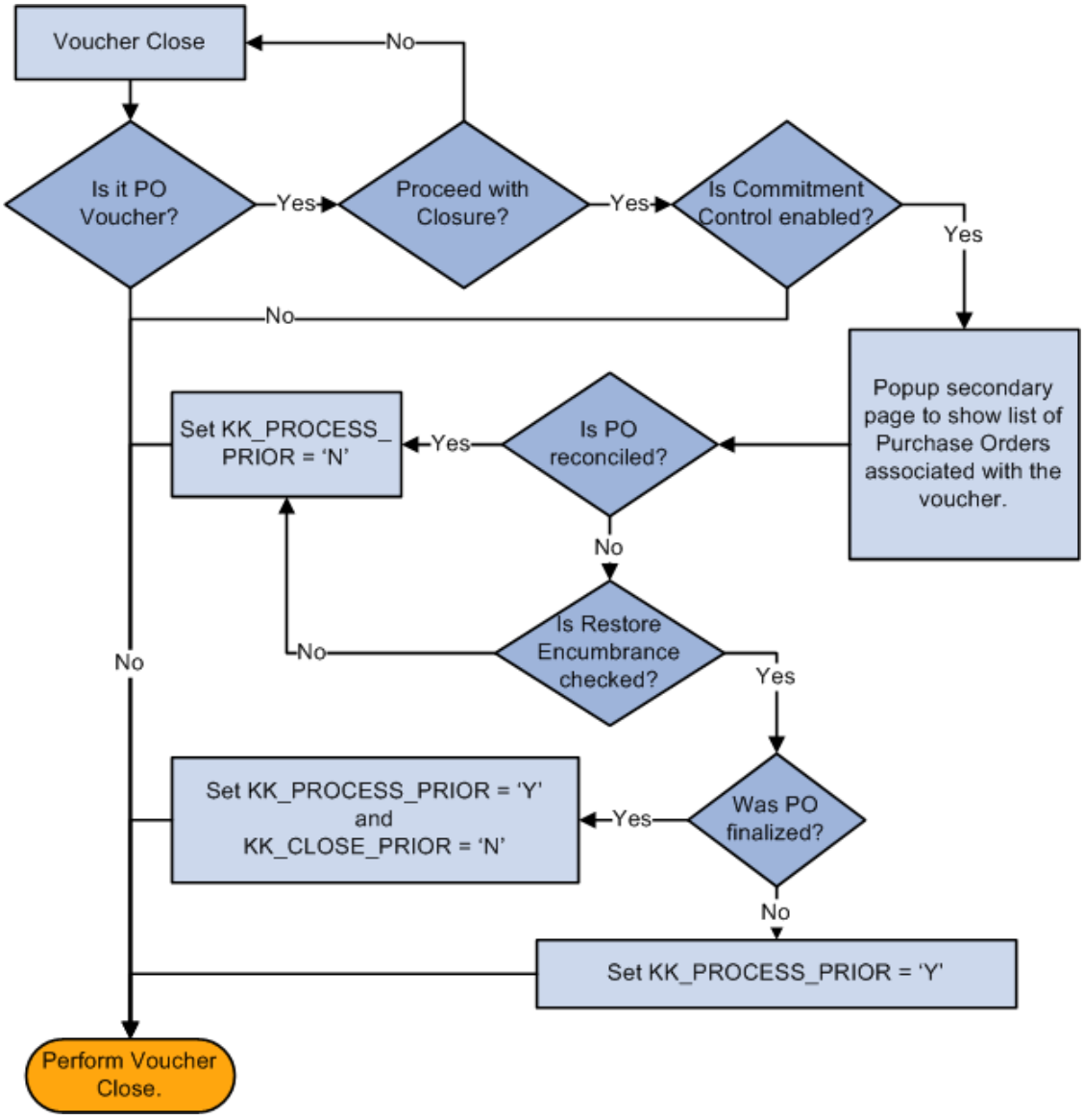
- Determines if the PO voucher has no associated partial payments.

  If associated partial payments exist, the system does not perform the undo matching functionality.

The system uses these results to ensure field value synchronization between source transactions and referenced transactions, which are used in the Budget Processor process.

The following diagram illustrates the PeopleSoft Payables voucher closure processing logic for scenarios involving associated purchase orders and Commitment Control integration.

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Voucher Closure Processing Sequence

The following is the sequence of processes you perform to successfully close a PO voucher that has not been paid:

1. Create a PO voucher.
2. Run the Budget Processor process.
3. Run the Matching process.
4. Run the Voucher Posting process.
5. Close the voucher.
6. Run the Voucher Posting process again to unmatch any matched items.

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Close Voucher Page

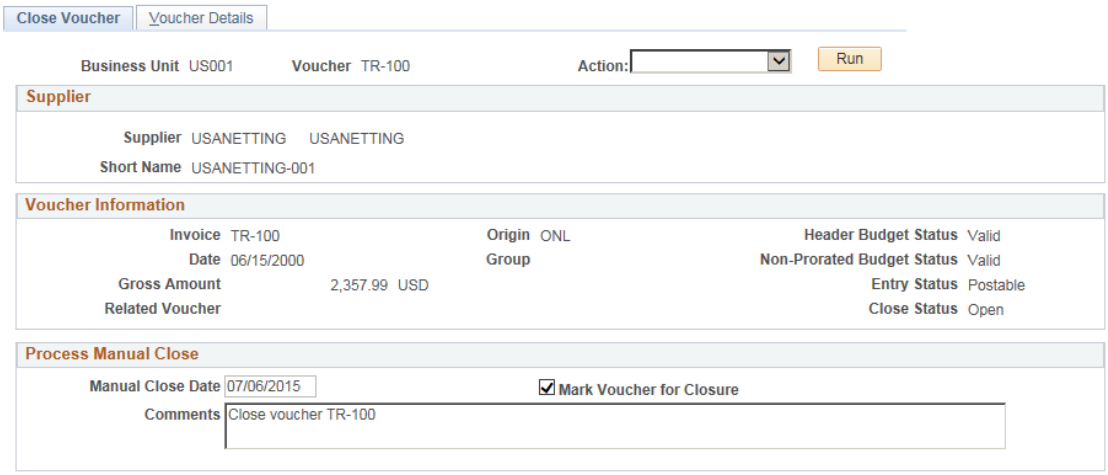
Use the Close Voucher page (VCHR_CLOSE1) to mark a voucher for closure by the Voucher Posting process.

You can close vouchers associated with POs or not associated with POs.

Navigation:

Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **Close Voucher**, and then **Close Voucher**

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



Process Manual Close

Field or Control	Description
Manual Close Date	Enter the date on which the expense will be credited and the liability debited.

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Field or Control	Description
Mark Voucher for Closure	Select to indicate that this voucher is to be closed with the next posting run for this business unit. • If the voucher is a direct voucher, no further change is needed. • If the voucher is a PO voucher and Commitment Control is not enabled, the system displays a message regarding unmatching the voucher. If the voucher is associated to a closed receiver line, this message also contains a reminder that unmatching the voucher also unmatches the closed receiver line. Select **Yes** to unmatch the voucher. The system determines if there are any partial payments. If there are partial payments, the system does not unmatch the voucher, but only closes the liability. Select **No** and the system only closes the liability. • If the voucher is a PO voucher and Commitment Control is enabled, the system displays a message regarding reversing encumbrances. Select **Yes** to restore the encumbrance and reopen the purchase order. When you select **Yes** to restore the encumbrance, the system determines if the purchase order linked to the voucher is reconciled. If the purchase order is reconciled, the PO Voucher Close feature prevents you from reopening the purchase order and restoring the encumbrance; the system liquidates only the remaining liability on the PO voucher. If the PO is not reconciled, the system displays the PO Associated with the Voucher page. Select **No** and the system only liquidates the liability. **Note:** Once you mark a voucher for closure and save the voucher, you must run the Voucher Posting process to create the accounting entries to relieve the liability and activate the Budget Processor process. The amount relieved is applied against the original accounts. **Note:** If your organization uses Commitment Control, saving a voucher marked for closure is irreversible; you cannot undo this action. You should carefully review all vouchers marked for closure before saving.

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Field or Control	Description
Comments	Click to enter any details about closing the voucher. Comments entered in this field are for your reference and are displayed on the Voucher Summary page. **Note:** This field is available only when the **Mark Voucher for Closure** check box is on. See Voucher - Summary Page
Reinvoice ERS Receipt Lines?	Select this check box to create new invoices from the ERS receipt lines attached to this voucher. New invoices will be created when voucher build is run for ERS vouchers.
Close Reopened Receipts?	This check box is not visible if the voucher is not from ERS. If the box is checked, the receipt lines will be updated so that they are in a state where they will be processed by Voucher Build creating ERS vouchers again. If it is not checked, the receipt lines will remain as they are and will not be eligible to be processed by Voucher Build again.
Action	Select to run one of the following processes, after dating and marking the voucher for closure. Options are: *Voucher Post:* Run this process to create the accounting entries to relieve the liability. *Voucher Post and GL:* (Voucher Posting process and Journal Generator Application Engine process (FS_JGEN). Run this process to perform the actions of the Voucher Posting process and create PeopleSoft General Ledger journal entries.

Before saving the page, you can go to the Voucher Details page to view the details for the voucher.

To access the PO Associated with a Voucher page, click the **Associated POs** link on the Close Voucher page.

To access the PO Schedules tied to the Voucher page, click the **Associated PO Schedules** link on the Close Voucher page.

To access the Document Sequence (Close) page, click the **Document Sequencing** link on the Close Voucher page.

To access the PO Schedules tied to the Voucher page, click the **Associated PO Schedules** link on the Close Voucher page.

Related Topics

- Understanding the Voucher Posting and Payment Posting Processes
  The Voucher Posting process creates accounting entries from vouchers. The system uses the accounting entry template and inheritance rules that you set up on the Accounting Entry Template and ChartField Inheritance pages to identify the offset accounts needed to create accounting entries. The entries include the expense distributions entered into the system, as well as additional entries for the payables offset, value-added tax (VAT) expense, nonprorated, nonmerchandise expenses, and closure expenses. These accounting entries are then available for generating general ledger journals, using the

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Journal Generator Application Engine process (FS_JGEN). Vouchers must be entered, approved, and posted before you can send voucher information to the general ledger.

PO Associated with a Voucher Page

Use the PO Associated with a Voucher page (AP_VCLOSE_PO_DET) to view purchase orders associated with the selected voucher.

This link is conditional, and the page appears only when the following three conditions exist:

Navigation:

Click the **Associated POs** link on the Close Voucher page.

The system lists all purchase orders linked to the PO voucher on this page, including reconciled purchase orders, which are unavailable for selection.

Field or Control	Description
Reverse Enc (reverse encumbrance)	Select the check box for the purchase orders that you want to restore the encumbrance on. The system updates Commitment Control field flags for the POs you selected in the DISTRIB_LINE, DISTRIB_LINE_NP, and PO_LINE_DISTRIB tables, depending on whether the PO line distribution has been finalized, or closed or cancelled. The Budget Processor and Voucher Posting processes then use these flag values to generate the appropriate budget and actuals entries. **Note:** Be aware that if the selected purchase order has a status of *Finalized*, the system changes the status to *Partial* and adds the delta amount to the encumbrance. Also, if you use matching and you opted to restore the encumbrance and reopen a completely closed purchase order (one without partial payments), then the Voucher Posting process automatically invokes the undo matching process, which reopens the PO Line/Schedule for further invoicing.

Deleting Individual Vouchers

This section discusses how to delete vouchers.

Pages Used to Delete Individual Vouchers

Page Name	Definition Name	Usage
Delete Voucher Page	VCHR_DELETE1	Delete vouchers.

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Page Name	Definition Name	Usage
Voucher Details Page	VOUCHER_DETAILS	Confirm that you have selected the correct voucher for unposting, closing, or deletion. View the voucher details, including payment terms, discount information, amount of voucher, and tax information. See Delete Voucher Page

Delete Voucher Page

Use the Delete Voucher page (VCHR_DELETE1) to delete vouchers.

Navigation:

Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **Delete Voucher**, and then **Delete Voucher**

> **Note**
>
> PeopleSoft Payables enables you to select only those vouchers that are eligible for deletion. The vouchers cannot have been posted or selected for payment, nor can any portion of the vouchers ever have been paid.
>
> PO vouchers with the Finalize check box selected cannot be deleted.

> **Note**
>
> Typically, you cannot delete a voucher if there have been accounting entries generated. However, if only Period End Accrual entries have been generated for the voucher, the voucher will still be eligible for deletion. This will not impact the reversal entry generated by the Period End Accruals. In this case, you should consult with your General Ledger Accounting product members to determine if a manual Journal Entry is desired to reflect the accounting of the voucher being deleted and its effect on the previously generated Period End Accrual.

Field or Control	Description
Delete	Click to delete the voucher. The system prompts you to confirm your action. If document sequencing is enabled for the business unit, the system also prompts you to enter a deletion reason. If you choose to continue, the voucher is deleted from the database, and you receive another message verifying this. If you are using the Commitment Control feature, the Budget Processor process is automatically invoked after you confirm deletion.

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Before saving the page, you can go to the Voucher Details page to view the details for the voucher.

> **Warning**
>
> Once you delete a voucher, you cannot retrieve it or undo the deletion. The data rows that are associated with the voucher remain in the tables so that you cannot reuse the voucher number.

> **Note**
>
> If you delete a voucher that was entered as a manual payment, the payment is *not* deleted; it remains in the system and can be applied to other vouchers.
>
> Vouchers associated with debit memo adjustment vouchers cannot be deleted unless all related vouchers are deleted first.

To access the Voucher Details page, use the navigation: **Accounts Payable**, and then **Vouchers**, and then **Add/Update**, and then **Close Voucher**, and then **Voucher Details**

Searching for and Correcting Individual Vouchers

This section provides an overview of the Voucher Maintenance Search and Voucher Maintenance components and lists common elements.

Pages Used to Search for and Correct Individual Vouchers

Page Name	Definition Name	Usage
Voucher Maintenance Search Page	VCHR_CRRCTSRCH_PG	Search for unpaid and unposted vouchers that require maintenance (subject to restrictions).
Voucher Maintenance - Summary Page	VCHR_CRRCTSMMRY_PG	View summary information about a voucher. This page is identical to the Summary page in the Voucher component.
Voucher Maintenance - Invoice Header Page	VCHR_HDRCORRECT_PG	View and modify voucher header information.
Voucher Maintenance - Invoice Lines Page	VCHR_LNCORRECT_PG	Search for voucher lines by various criteria and modify, add, and delete voucher line information, along with distribution line information for the voucher lines you call up.

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Page Name	Definition Name	Usage
Voucher Maintenance - ChartFields Page	VCHR_DSTCORRECT_PG	Search for distribution lines by various criteria and modify, add, and delete distribution line information. Use this page to search for and correct ChartField combination edit errors.
Voucher Maintenance - Scheduled Payments Page	VCHR_SCHCORRECT_PG	Search for a voucher's scheduled payments by various criteria and modify scheduled payment information.
Voucher Maintenance - Error Summary Page	VCHR_ERRSMMRY_PG	View all errors for a voucher.
Errors for Invoice Line Page	VCHRLN_ERRORS_SEC	View error messages by field for a voucher line. See Voucher Maintenance - Invoice Lines Page
Errors for Distribution Line in Invoice Line Page	VCHRDST_ERRORS_SEC	View error messages by field for a distribution line. See Voucher Maintenance - ChartFields Page
Errors for Scheduled Payment Page	VCHRSCH_ERRORS_SEC	View error messages for a scheduled payment. See Voucher Maintenance - Scheduled Payments Page
Voucher Maintenance - Miscellaneous Charges Page	VCHR_MCCRRCT_SEC	View miscellaneous charge codes and amounts for a voucher. See Voucher Maintenance - Invoice Header Page
Voucher Maintenance - Freight Charges Page	VCHR_FRGCRRCT_SEC	View and modify freight charge codes and amounts for a voucher. See Voucher Maintenance - Invoice Header Page
Voucher Maintenance - Sales Tax Charges Page	VCHR_STXCRRCT_SEC	View and modify sales tax charge information and amounts for a voucher. See Voucher Maintenance - Invoice Header Page
Voucher Maintenance - Use Tax Charges Page	VCHR_UTAXCRRCT_SEC	View use tax charge information and amounts for a voucher. See Voucher Maintenance - Invoice Header Page

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Page Name	Definition Name	Usage
Invoice VAT Summary Information Page	VCHR_VAT_SMC_EXP	View the calculated VAT totals for the invoice by VAT code. You must select VAT-applicable invoice lines on the Voucher Maintenance - Invoice Lines page before you can view the detail grids on this page. See Voucher Maintenance - Invoice Header Page

Understanding the Voucher Maintenance Search and Voucher Maintenance Components

The Voucher Maintenance Search component enables you to search for unpaid and unposted vouchers by a variety of criteria. When the component retrieves the vouchers that meet your criteria, you can link directly from the search results grid to the Voucher Maintenance component for the voucher you want. On that component, you can use various search tools to identify the voucher header, line, distribution, and scheduled payment information you want to modify, as well as view error summaries for the whole voucher.

If you know the voucher you want to modify, you can skip the Voucher Maintenance Search component and go directly to the Voucher Maintenance component to perform the modification.

You can also use the search page for the Voucher component to find vouchers in recycle status and correct errors on a voucher; the advantage of the Voucher Maintenance component is that it enables you to view only the voucher lines, distribution lines, or scheduled payments that have the errors you want to update or the field values you want to modify. It also allows you to add voucher or distribution lines without opening the entire voucher. For vouchers with multiple voucher lines and distribution lines, this can save time.

Errors That You Can View and Correct in the Voucher Maintenance Component

The Voucher Maintenance component displays the following types of voucher errors:

- Matching errors.
- ChartField and combination edit errors.
- Out of balance errors.
- Duplicate invoice errors.

Restrictions on Vouchers That You Can View and Correct in the Voucher Maintenance Component

The following factors restrict the vouchers that you can access through the Voucher Maintenance component:

- Vouchers must be unpaid and unposted.
- Vouchers entered within control groups must be in *Assigned* or *Ready for review* status.
- Template and third-party vouchers are not accessible.
- Registered vouchers cannot be in *Complete* status.
- Vouchers must be of a voucher style accessible to your user ID.

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Related Topics

- Application Fundamentals: User Preferences – Payables Online Vouchering Page
- Viewing Voucher Error Information
  PeopleSoft Payables logs errors for any vouchers in recycle status, regardless of whether you entered the voucher online or built it through the Voucher Build process, and lists them on the Error Summary page in the voucher component. To find vouchers with errors, enter *Recycle* in the **Entry Status** field on the add search page. You can also use the Voucher Maintenance (VCHR_CORRECTION) component to review and correct voucher errors and the Voucher Mass Maintenance (VCHR_MASS_MAINT) component to correct batches of vouchers that share the same error. These components are designed expressly for voucher error review or modification.
- Modifying, Unposting, Deleting, and Closing Multiple Vouchers
  This section provides an overview of voucher mass maintenance and lists common elements:

Common Elements Used in Voucher Maintenance

Field or Control	Description
Action	Select to run the Voucher Build process after you have updated any voucher information and have saved the voucher. The Voucher Build process validates the changes.

Voucher Maintenance Search Page

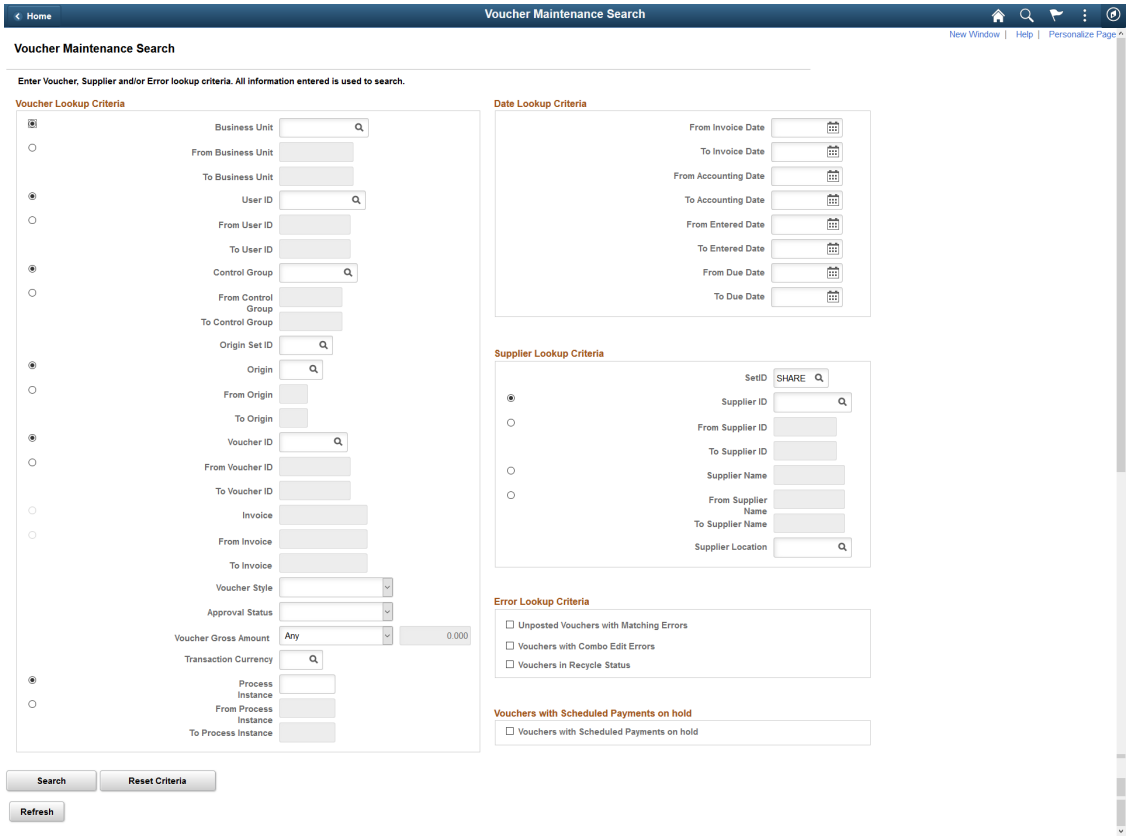
Use the Voucher Maintenance Search page (VCHR_CRRCTSRCH_PG) to search for unpaid and unposted vouchers that require maintenance (subject to restrictions).

Navigation:

Accounts Payable, and then **Vouchers**, and then **Maintain**, and then **Voucher Maintenance Search**, and then **Voucher Maintenance Search**

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

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Entering Your Search Criteria

Enter your search criteria and click **Search** to retrieve a list of vouchers that meet your criteria. Click **Reset Criteria** to clear the search results and enter new search criteria.

Most of these search fields enable you to search by a specific value or a range of values (in the From and To fields), but not both. Select the radio button next to the field name (such as **Business Unit**) to enter a specific value. Select the radio button next to the From field (such as **From Business Unit)** to enter a range of values using the From and To fields. The page also allows open-ended ranges using either From or To values.

Search fields without radio buttons allow specific values only.

> **Note**
>
> Restrict your search as narrowly as possible to increase the speed with which you retrieve your search.

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Field or Control	Description
Voucher Lookup Criteria	There are some dependencies between search fields: • You must enter a business unit before you can specify voucher IDs or invoice numbers. • You must enter a business unit and user ID before you can specify control groups. • You must enter an **Origin SetID** before you can specify voucher origins.
Date Lookup Criteria	Enter date ranges of various types to restrict your search. To specify a range that is up to and including the current date, you need only enter the From date. To specify a single date, enter it in the From and To fields.
Supplier Lookup Criteria	There are some dependencies between search fields: • You must enter a **SetID** before you can specify supplier search criteria. • You must enter a single **Supplier ID** or a single **Supplier Name** before you can specify a supplier location.
Error Lookup Criteria	Select the error types you want to see.
Schedules Lookup Criteria	Select vouchers with scheduled payments on hold.

Viewing the Search Results

Each voucher that meets your search criteria appears in the **Search Results** grid. To clear the grid and perform a new search, click **Reset Criteria.**

Field or Control	Description
Vouchers	Displays basic voucher information. Click the voucher ID to access the Voucher Maintenance component for the voucher in a new browser window, where you can view and modify the voucher. Return to the original browser window to select any other vouchers you want to view and modify.
Suppliers	Displays supplier information for the voucher.
Status	Displays the following statuses for the voucher: approval status, match status, entry status (overall voucher status), and duplicate invoice status.

Voucher Maintenance - Summary Page

Use the Voucher Maintenance - Summary page (VCHR_CRRCTSMMRY_PG) to view summary information about a voucher.

This page is identical to the Summary page in the Voucher component.

Navigation:

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- **Accounts Payable**, and then **Vouchers**, and then **Maintain**, and then **Voucher Maintenance**, and then **Summary**
- Click the voucher ID in the Search Results grid on the Voucher Maintenance Search page.

This page is identical to the Summary page in the Voucher component.

See Viewing Voucher Summary Information.

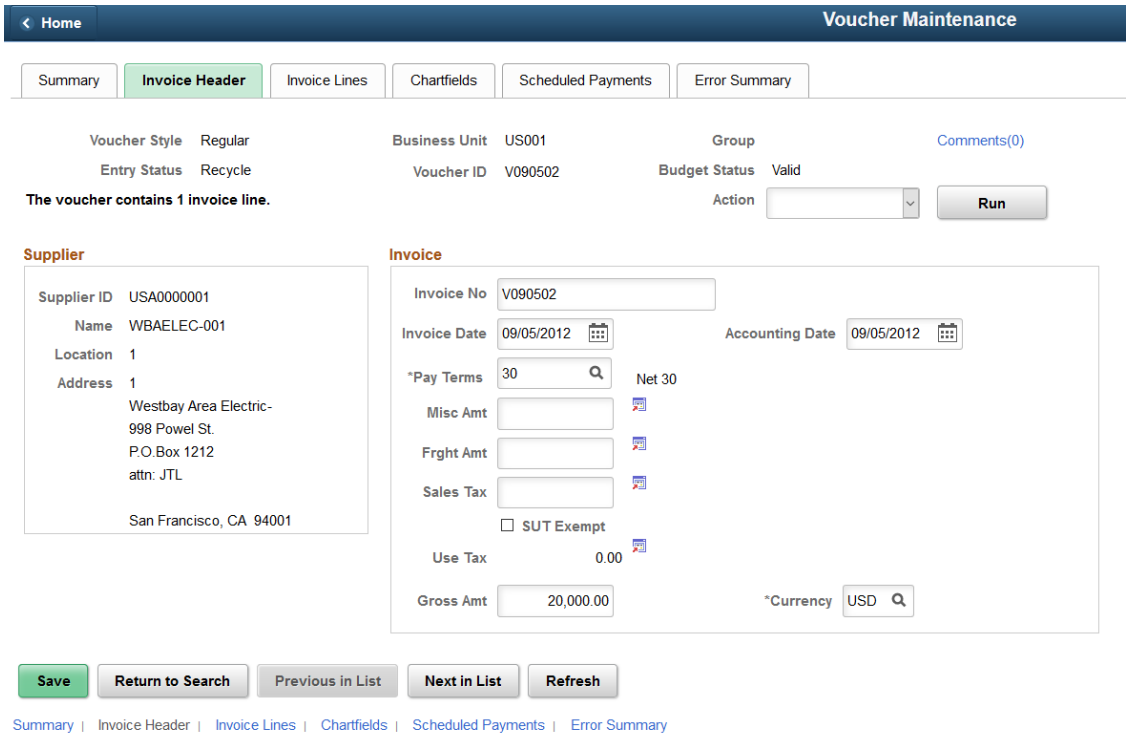
Voucher Maintenance - Invoice Header Page

Use the Voucher Maintenance - Invoice Header page (VCHR_HDRCORRECT_PG) to view and modify voucher header information.

Navigation:

Accounts Payable, and then **Vouchers**, and then **Maintain**, and then **Voucher Maintenance**, and then **Invoice Header**

This example illustrates the fields and controls on the Voucher Maintenance - Invoice Header page. You can find definitions for the fields and controls later on this page.



With the exception of those in the **Header Errors** scroll area, the fields on this page also appear on the header section of the Invoice Information page in the Voucher component.

Field or Control	Description
Header Errors	Displays any errors on the invoice header. These are identified by the affected field and a descriptive error message. This scroll area appears only if there are header errors.

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Field or Control	Description
Comments	Select to access the Voucher Comments page to enter or view any comments for the voucher.
Supplier	Displays supplier information.
Invoice	Modify invoice fields, as necessary.
	Click the **Transfer** icon to the right of the **Misc Amt** (miscellaneous amount), **Frght Amt** (freight amount), **Sales Tax,** and **Use Tax** fields to access the Miscellaneous Charges page, Freight Charges page, Sales Tax Charges page, and Use Tax Charges page, respectively, where you can view details for these nonmerchandise charges.
VAT Summary	Click to view the Invoice VAT Summary Information page, where you can view the calculated VAT totals for the invoice by VAT code. **Note:** You must select VAT-applicable invoice lines on the Voucher Maintenance - Invoice Lines page before you can view the detail grids on this page. See Invoice VAT Summary Information Page.

Related Topics

- Entering Invoice Information for Online Vouchers
  This section provides an overview of voucher dependencies and balancing functionality.

Voucher Maintenance - Invoice Lines Page

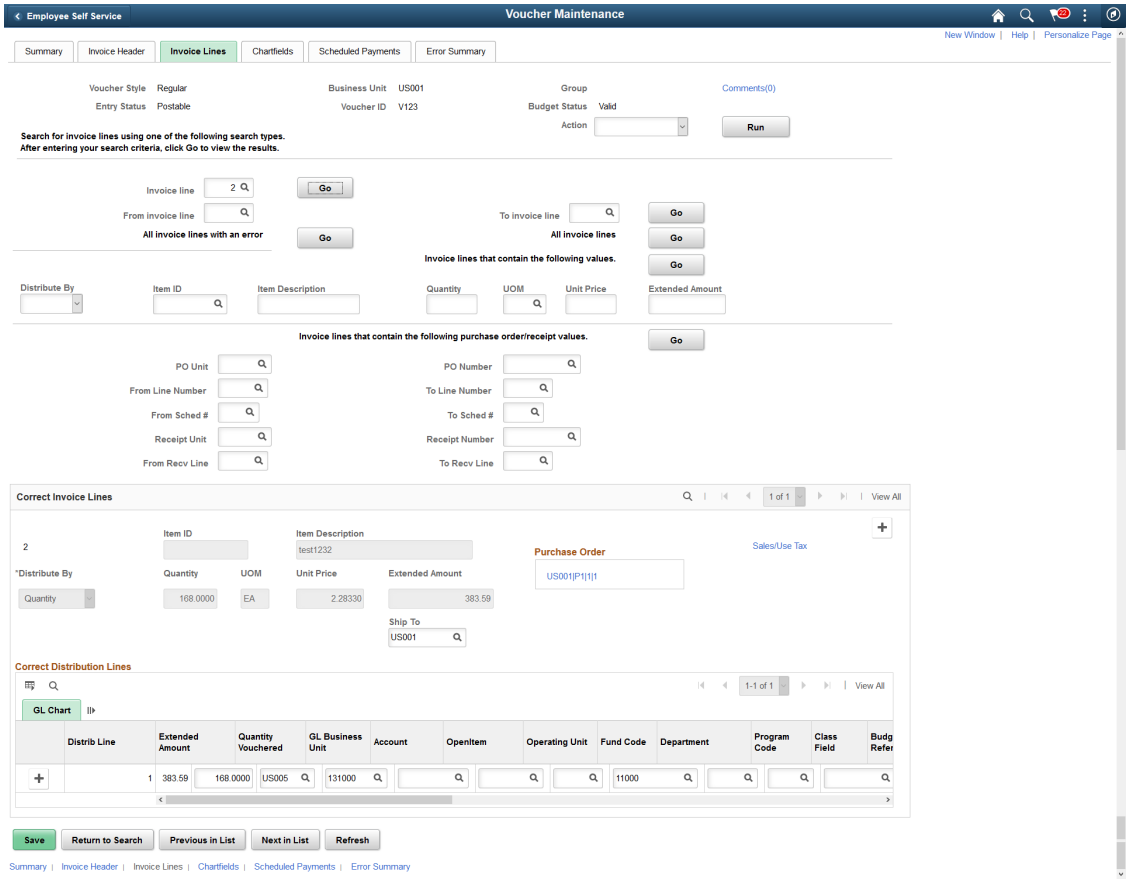
Use the Voucher Maintenance - Invoice Lines page (VCHR_LNCORRECT_PG) to search for voucher lines by various criteria and modify, add, and delete voucher line information, along with distribution line information for the voucher lines you call up.

Navigation:

Accounts Payable, and then **Vouchers**, and then **Maintain**, and then **Voucher Maintenance**, and then **Invoice Lines**

This example illustrates the fields and controls on the Voucher Maintenance - Invoice Lines page.

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Field or Control	Description
Comments	Select to access the Voucher Comments page to enter or view any comments for the voucher.

Entering Your Search Criteria

Enter your search criteria and click the associated **Go** button to display the voucher lines you want to modify. The voucher lines appear in the **Correct Invoice Lines** scroll area.

There is a **Go** button for each field or set of related fields that constitutes a mutually exclusive set of search criteria. In other words, you can search by any *one* of the following fields or set of fields:

- **Invoice Line.**
- **From Invoice Line** and **To Invoice Line.**
- **All invoice lines with an error.**
- **All invoice lines.**
- **All invoice lines that contain the following values:**
  - **Distribute by**
  - **Item ID**
  - **Item Description**
  - **Quantity**

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  - **UOM**
  - **Unit Price**
  - **Extended Amount**
- **Invoice lines that contain the following purchase order/receipt values:**
  - **PO Unit.**
  - **PO Number.**
  - **Receipt Unit.**
  - **Receipt Number.**
  - **From Line Number** (from PO line number).
  - **To Line Number** (to PO line number).
  - **From Recv Line** (from receiver line).
  - **To Recv Line** (to receiver line).
  - **From Sched#** (from PO schedule number).
  - **To Sched#** (to PO schedule number).

Viewing and Correcting Selected Invoice Lines

The fields in the **Correct Invoice Lines** scroll area also appear on the Invoice Lines schip roll area on the Invoice Information page in the Voucher component, with the following exception:

Field or Control	Description
Ship To	Indicates the Ship To location.
⚠	Click the **Review Errors** button to access the Errors for Invoice Line *x* page, where you can view voucher line error messages by field.

> **Note**
>
> If you search for voucher lines with errors, the **Correct Invoice Lines** scroll area displays only voucher lines with voucher line-level errors. For example, if a voucher line has distribution line errors but no voucher line-level errors, it will not appear here if you search by invoice line with errors. And if you search by other criteria and the voucher line does appear here, there will be no Review Errors button for the voucher line, even if it has distribution line errors. You must use the Voucher Maintenance - ChartFields page to search for and correct distribution line errors.

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> **Note**
>
> If you modify, add, or delete a voucher or distribution line on this page, you must save your changes before you can make modifications on the Voucher Maintenance - Chartfields page. If you do not save first, the ChartFields page appears in display-only mode and you will be prompted to save your changes. The same is also true if you made modifications to the distribution lines retrieved on the Voucher Maintenance - ChartFields page and you attempt to make changes using the Voucher Maintenance - Invoice Lines page.

Related Topics

- Entering Invoice Information for Online Vouchers
  This section provides an overview of voucher dependencies and balancing functionality.

Voucher Maintenance - ChartFields Page

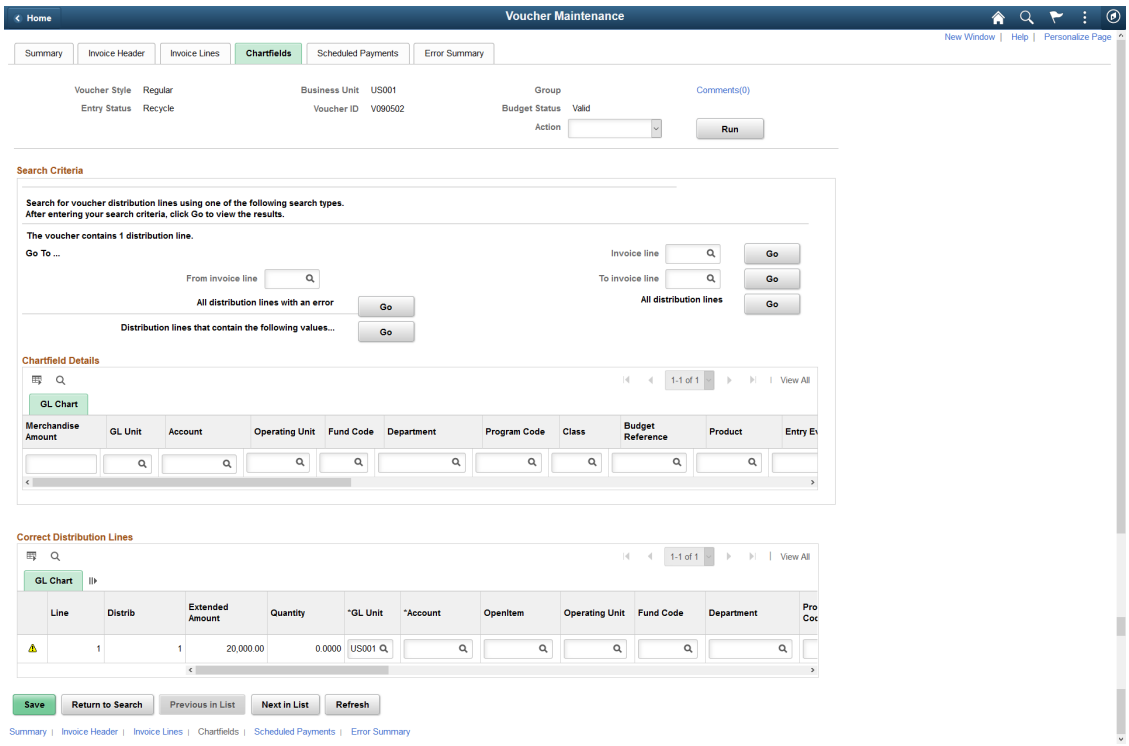
Use the Voucher Maintenance - ChartFields page (VCHR_DSTCORRECT_PG) to search for distribution lines by various criteria and modify, add, and delete distribution line information.

Use this page to search for and correct ChartField combination edit errors.

Navigation:

Accounts Payable, and then **Vouchers**, and then **Maintain**, and then **Voucher Maintenance**, and then **ChartFields**

This example illustrates the fields and controls on the Voucher Maintenance - ChartFields page. You can find definitions for the fields and controls later on this page.



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Field or Control	Description
Comments	Select to access the Voucher Comments page to enter or view any comments for the voucher.

Entering Your Search Criteria

Enter your search criteria and click the associated **Go** button to display the distribution lines you want to modify. The distribution lines appear in the **Correct Distribution Lines** scroll area.

There is a **Go** button for each field or set of related fields that constitutes a mutually exclusive set of search criteria. In other words, you can search by any *one* of the following fields or set of fields:

- **Invoice Line.**
- **From Invoice Line** and **To Invoice Line.**
- **All distribution lines with an error.**
- **All distribution lines.**
- The ChartFields and project-related fields in the **GL Chart** tab.

> **Important**
>
> Chartfields that display here depend on how you configure options on the Standard Chartfield Configuration page.

See Application Fundamentals: Standard ChartField Configuration Page.

Viewing and Correcting Selected Distribution Lines

The fields in the **Correct Distribution Lines** scroll area also appear on the **Distribution Lines** scroll area on the Invoice Information page in the Voucher component, with the following exception:

Field or Control	Description
	Click the **Review Errors** button to access the Errors for Distribution Line *x* in Invoice Line *y* page, where you can view distribution line error messages by field.

Related Topics

- Entering Invoice Information for Online Vouchers
  This section provides an overview of voucher dependencies and balancing functionality.

Voucher Maintenance - Scheduled Payments Page

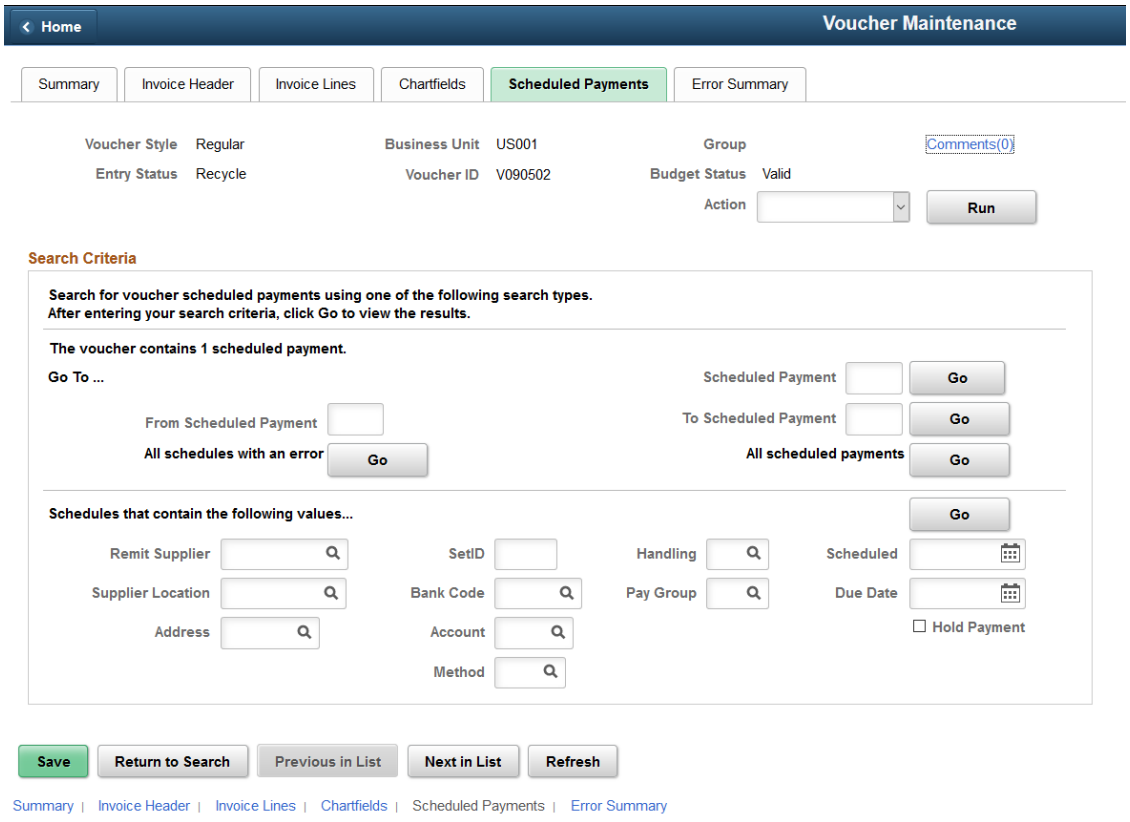
Use the Voucher Maintenance - Scheduled Payments page (VCHR_SCHCORRECT_PG) to search for a voucher's scheduled payments by various criteria and modify scheduled payment information.

Navigation:

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Accounts Payable, and then **Vouchers**, and then **Maintain**, and then **Voucher Maintenance**, and then **Scheduled Payments**

This example illustrates the fields and controls on the Voucher Maintenance - Scheduled Payments page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Comments	Select to access the Voucher Comments page to enter or view any comments for the voucher.

Entering Your Search Criteria

Enter your search criteria and click the associated **Go** button to display the scheduled payments you want to modify. The scheduled payments appear in the **Correct Scheduled Payments** scroll area.

There is a **Go** button for each field or set of related fields that constitutes a mutually exclusive set of search criteria. In other words, you can search by any *one* of the following fields or set of fields:

- **Scheduled Payment.**
- **From Scheduled Payment** and **To Scheduled Payment.**
- **All schedules with an error.**
- **All scheduled payments.**

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- **Remit Supplier, Supplier Location, Address, SetID, Bank Code,** (bank) **Account,** (payment) **Method,** (payment) **Handling, Pay Group, Hold Payment, Scheduled** (date), **Due Date.**

Viewing and Correcting Selected Scheduled Payments

The fields in the **Correct Scheduled Payments** scroll area also appear on the Payments page in the Voucher component, with the following exception:

Field or Control	Description
⚠	Click the Review Errors button to access the Errors for Scheduled Payment *x* page, where you can view scheduled payment error messages by field.

> **Note**
>
> If you use scheduled payments with errors as a search criterion, the Correct Scheduled Payments scroll area only displays scheduled payments that have payment-related errors. A scheduled payment for a voucher with other kinds of errors will not appear in the scroll area.

Related Topics

- Scheduling and Creating Voucher Payments for Online Vouchers

Voucher Maintenance - Error Summary Page

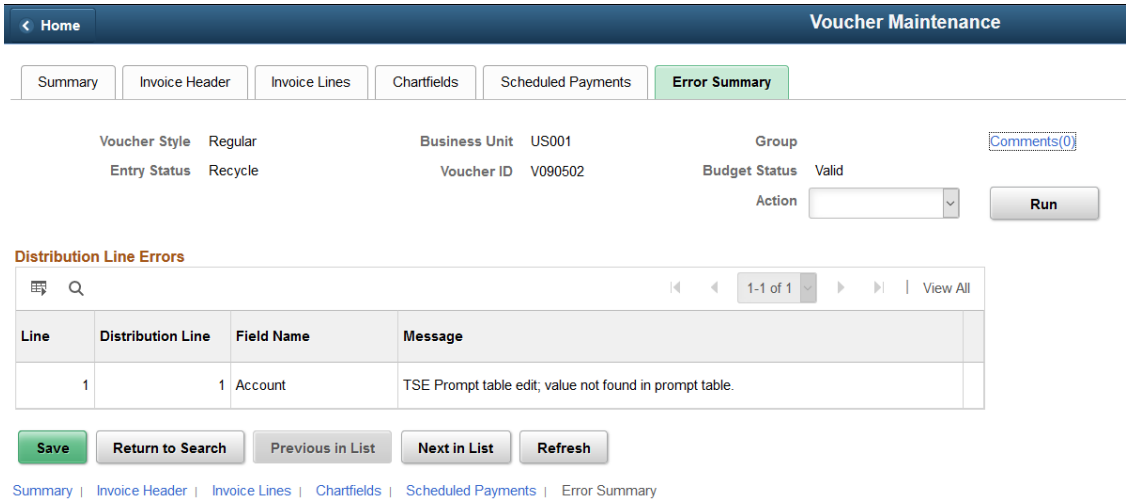
Use the Voucher Maintenance - Error Summary page (VCHR_ERRSMMRY_PG) to view all errors for a voucher.

Navigation:

Accounts Payable, and then **Vouchers**, and then **Maintain**, and then **Voucher Maintenance**, and then **Error Summary**

This example illustrates the fields and controls on the Voucher Maintenance - Error Summary page.

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Field or Control	Description
Comments	Select to access the Voucher Comments page to enter or view any comments for the voucher.

View error messages by field name, organized by **Header Errors, Invoice Line Errors, Distribution Line Errors,** and **Scheduled Payment Errors.**

Modifying, Unposting, Deleting, and Closing Multiple Vouchers

This section provides an overview of voucher mass maintenance and lists common elements:

Pages Used to Modify, Unpost, Delete, and Close Multiple Vouchers

Page Name	Definition Name	Usage
Voucher Mass Maintenance Page	VCHR_MASS_MAINT	Search for multiple vouchers for mass maintenance and select the maintenance operation you want to perform: field replacement, unposting, closing, or deleting.
Voucher Mass Maintenance - Field Replace Page	VCHR_MMT_RPLC_SEC1	Select the fields you want to replace, their replacement values, and a request ID, and run the Voucher Mass Maintenance process to perform the field replacement.
Voucher Mass Maintenance - Close Page	VCHR_MMT_CLSE_SEC1	Enter the manual close date and request ID and run the Voucher Mass Maintenance process to close the selected vouchers.

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Page Name	Definition Name	Usage
Voucher Mass Maintenance - UnPost Page	VCHR_MMT_UNPS_SEC1	Enter the unposting accounting date, reversal accounting date, and request ID and run the Voucher Mass Maintenance process to unpost the selected vouchers.
Voucher Mass Maintenance - Delete Page	VCHR_MMT_DLTE_SEC1	Enter the request ID and run the Voucher Mass Maintenance process to delete the selected vouchers.

Understanding Voucher Mass Maintenance

The Voucher Mass Maintenance component enables you to search for vouchers by a number of voucher fields and then update specific fields across all of the vouchers that meet your criteria.

> **Note**
>
> You can filter vouchers based on the supplier's financial sanctions status if financial sanctions validation is enabled at the installation level or the bank level.

See PeopleSoft Source to Settle Common Information: Financial Sanctions Validation and Transaction Processing.

You can also use the Voucher Mass Maintenance component to close, delete, and unpost multiple vouchers that share particular field values.

These mass changes are performed in real time by the Voucher Mass Maintenance Application Engine process (APVCHMASSMNT) when you save the component. For field-changed vouchers, you must then run the Voucher Build process to validate those changes and make the vouchers available for further processing.

> **Note**
>
> The Voucher Mass Maintenance component is intended as a safer alternative to using a database tool to make mass row updates to the voucher tables. By running all field-changed vouchers through the Voucher Build process, you ensure the integrity of your data. Still, Oracle recommends that you provide access to this component only to system administrators or other users, and that users with access to this component also have access to *all voucher styles.*

This section discusses:

- Voucher mass maintenance processing of field replacement.
- Voucher mass maintenance processing of voucher closure.
- Voucher mass maintenance processing of voucher unposting.
- Voucher mass maintenance processing of voucher deletion.

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- Fields to search by and replace.
- Eligibility for voucher mass maintenance.

Voucher Mass Maintenance Processing of Field Replacement

The Voucher Mass Maintenance process performs the following processing for field replacement:

- Selects and updates voucher tables with the new field values.
- Sets the voucher entry status to *M* or modified.
- Resets budget checking status to *Not Budget Checked* (only when Commitment Control is enabled).
- Resets the document tolerance status to *Not Checked* (only when document tolerance checking is enabled).
- Deletes scheduled payments records (only for a Payment Terms field replacement).

You must run the Voucher Build process to edit the replaced field values and complete the vouchers.

Voucher Mass Maintenance Processing of Voucher Closure

The Voucher Mass Maintenance process calls the Voucher Close Application Engine process (APVCHRCLOSE) to perform the following processing:

- Updates the voucher close status to closed and updates manual close date entered on the Voucher Mass Maintenance - Close page for the selected vouchers.
- Updates document sequencing numbers (only if document sequencing is enabled).

You must run the Voucher Posting process to create the closure accounting entries.

> **Note**
>
> For performance reasons, it is not recommended to run the Journal Generator process when you are closing more than five vouchers.

Voucher Mass Maintenance Processing of Voucher Unposting

The Voucher Mass Maintenance process calls the Voucher UnPost Application Engine process (APVCHRUNPOST) to perform the following processing:

- Updates voucher status to unposted and updates the accounting date.
- Posts reversal entries (with the reversal accounting date selected on the Voucher Mass Maintenance - UnPost page) to the voucher accounting tables.
- Updates the ENTRY_STATUS from *D* or Defaulted to *M* or Modified.
- Updates document sequencing numbers (only if document sequencing is enabled).
- Updates Entry Event codes (only if Entry Event processing is enabled).

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> **Note**
>
> For performance reasons, it is not recommended to run the Journal Generator process when you are unposting more than five vouchers.

Voucher Mass Maintenance Processing of Voucher Deletion

The Voucher Mass Maintenance process calls the Voucher Delete Application Engine process (APVCHRDELETE) to perform the following processing:

- Deletes vouchers from the voucher tables.

  The voucher row remains in the voucher tables, but the voucher ID is marked as unavailable. This is irreversible.
- Deletes corresponding match exceptions and match details records.
- Deletes corresponding duplicate invoice records.
- Deletes corresponding doc sequencing records (only if document sequencing is enabled).
- Resets the budget checking status of the voucher to *Not Checked* (only if Commitment Control is enabled).

  The voucher is backed out of the budget ledger upon the next run of the Budget Processor.

See Unposting Individual Vouchers.

Fields to Search By and Replace

Not all search fields are available for replacement, including key fields, processing status fields, critical date fields, and other fields that affect defaulting. The following table lists the voucher fields you can search by and indicates which of these are available for replacement:

Search-by Field	Replace?
Account	Y
Accounting Date	Y
Address Sequence Number	Y
Affiliate	Y
Alternate Account	Y
Bank Account	Y
Bank Code	Y
Bank SetID	N
Budget Date	Y
Budget Reference	Y
Business Unit	N
ChartField 1	Y
ChartField 2	Y
ChartField 3	Y
Class Field	Y
Contract ID	Y
Department	Y

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Search-by Field	Replace?
Entered On	N
Entry Event	Y
Financial Sanctions Status	N
Fund Affiliate	Y
Fund Code	Y
General Ledger business unit	Y
Hold Payment	Y
Hold Reason	Y
Invoice Date	N
Invoice Number	N
Operating Unit	Y
Operating Unit Affiliate	Y
Origin	N
Pay Group Code	Y
Payment Method	Y
Payment Terms ID	Y
Post Status	N
Process Instance	N
Product	Y
Program Code	Y
Project	Y
Remit SetID	N
Remit Address Sequence	Y
Remit Supplier	Y
Remit to Location	Y
Supplier ID	N
Supplier Location	N
Supplier SetID	N
Voucher ID	N
Voucher Style	N

Eligibility for Voucher Mass Maintenance

The following table lists the eligibility criteria for each voucher mass maintenance operation:

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Mass Maintenance Operation	Eligibility Requirements
All operations	The following vouchers are excluded: • Vouchers currently in process. • Vouchers with an entry status of *Scheduled* or *Modified* (the status after field replacement is performed but before the Voucher Build process successfully builds the modified voucher). • Template vouchers.
Field replacement	The following vouchers are excluded: • Vouchers that have been posted, selected for payment, or paid, fully or in part. • Third Party Vouchers. • Uncompleted registered vouchers. • Vouchers in a control group in *Verified* status.
Closure	Vouchers must meet the following requirements: • Vouchers must be posted, *not* matched, and *not* yet selected for payment or fully paid. • Vouchers cannot have a manual closed date assigned (cannot be marked for closure manually, but not yet posted). • Vouchers cannot have document sequencing enabled, if the default *Close* document type (at the voucher header's general ledger business unit) has not been set up for auto-number assignment. • Vouchers enabled for Commitment Control cannot reference a receiver. With Commitment Control enabled, you can close PO vouchers with the Mass Maintenance functionality, but you cannot restore encumbrances. • Vouchers cannot be associated with a debit memo adjustment voucher if the debit memo adjustment voucher has not been closed.
Deletion	The following vouchers are excluded: • Vouchers that are posted, selected for payment, or paid in part or full. • Vouchers in *Matched* status. • Vouchers having any scheduled payments selected by the Pay Cycle process or on hold for netting processing. • Vouchers that are associated with a debit memo adjustment voucher if the debit memo adjustment voucher has not been deleted.

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Mass Maintenance Operation	Eligibility Requirements
Unposting	Vouchers must meet the following requirements: • Vouchers must be posted; approval and payment status are not a factor. • Vouchers cannot have document sequencing enabled, if the default *Accrual* or *Voucher Unpost* document type (at the voucher header's general ledger business unit) has not been set up for auto-number assignment, or if the *Interunit* document type (at a distribution line's general ledger business unit, if different from the voucher header general ledger business unit) has not been set up for auto-number assignment.

User voucher style restrictions are also enforced for field replacement, but not for closure, deletion, or unposting.

> **Note**
>
> You can perform only one mass maintenance operation on a voucher until it has gone through all post-maintenance operations (such as running the Voucher Posting process or the Voucher Build process).

On-Demand Processing

Use the on-demand processing functionality to perform Application Engine processes. The following on-demand processes are available to the Voucher Mass Maintenance component:

Field Value Displays As	Name	Application Engine Program
Mass Maintenance	Voucher Mass Maintenance Application Engine process **Note:** This application engine only applies the changes to the record. Vouchers with these field values are in a modified status and unavailable for any other processes except the Voucher Build process.	APVCHMASSMNT
Voucher Build	Voucher Build Application Engine process	AP_VCHRBLD
Voucher Post	Voucher Posting Application Engine process	AP_PSTVCHR
Journal Generator	Journal Generator Application Engine process	FS_JGEN

Displayed processes depend on the selected mass maintenance operation. For example, if you select the **Field Replace** button, the *1. Mass Maintenance,* and *2. Voucher Build* options appear.

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Processes are numbered to indicate the order of how the processes run. For example, if you select *2. Voucher Build,* the system automatically initiates the number 1 process (in this example, 1. Mass Maintenance), and then the number 2 process (in this example, 2. Voucher Build).

Related Topics

- Unposting Individual Vouchers
  This section discusses how to unpost vouchers.
- Application Fundamentals: Defining Application-Specific User Preferences

Common Elements Used in This Section

Field or Control	Description
Cancel	Click to return to the Voucher Mass Maintenance page. Clicking this link does not cancel or undo an action *that has already been performed.* For example, if you delete a voucher and then click **Cancel,** the system only returns you to the Voucher Mass Maintenance page. It does not restore the deleted voucher to an active status.

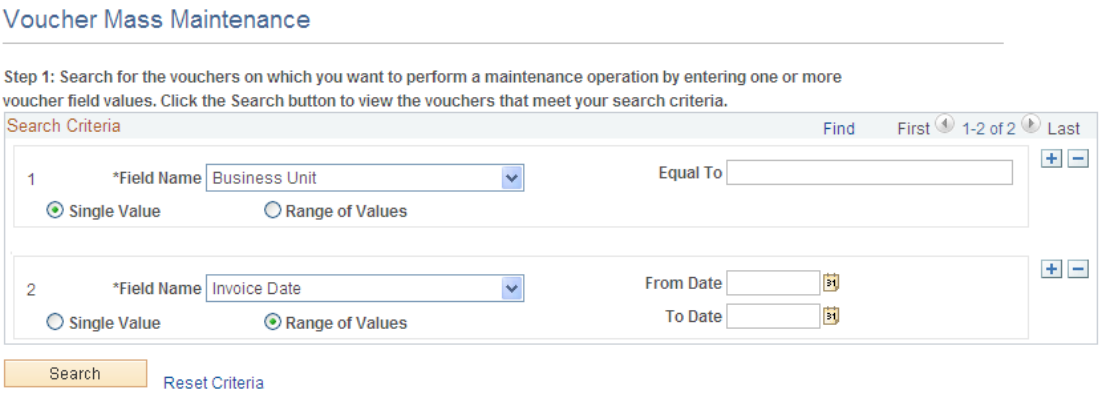
Voucher Mass Maintenance Page

Use the Voucher Mass Maintenance page (VCHR_MASS_MAINT) to search for multiple vouchers for mass maintenance and select the maintenance operation you want to perform: field replacement, unposting, closing, or deleting.

Navigation:

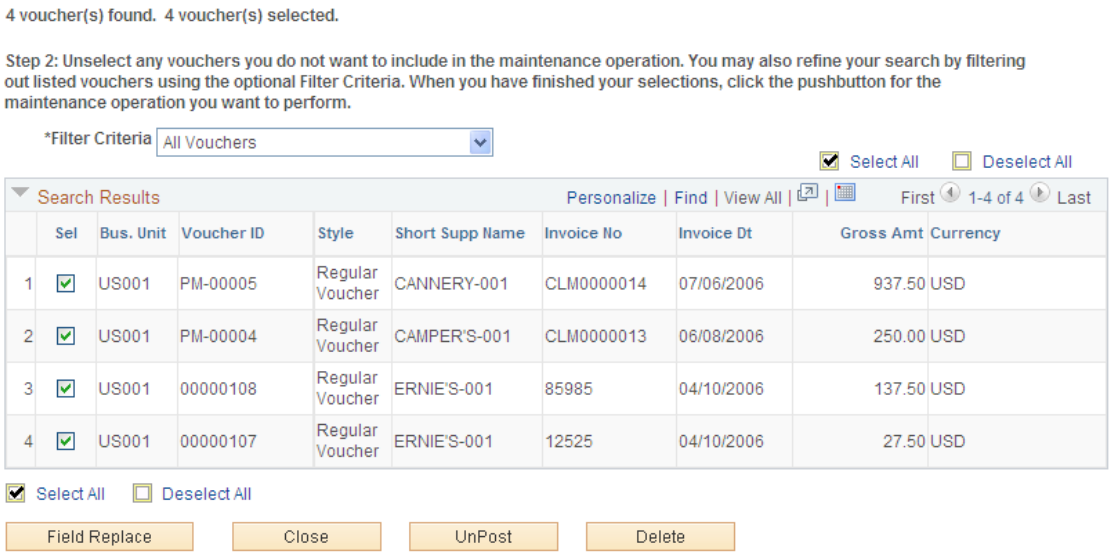
Accounts Payable, and then **Vouchers**, and then **Maintain**, and then **Voucher Mass Maintenance**

This example illustrates the fields and controls on the Voucher Mass Maintenance page (1 of 2).



This example illustrates the fields and controls on the Voucher Mass Maintenance page: search results (2 of 2).

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To select vouchers for mass maintenance:

1. Enter one or more voucher field values or ranges of values.

> **Note**
>
> Restrict your search as narrowly as possible to increase the speed with which you retrieve your search.

> **Note**
>
> You can filter vouchers based on the supplier's financial sanctions status if financial sanctions validation is enabled at the installation level or the bank level.

2. Click the **Search** button to retrieve the vouchers that meet your search criteria. The vouchers appear in the **Search Results** grid.

   Select the **Reset Criteria** link to clear the search results and enter new search criteria.

3. (Optional) In the Step 2 region of the page, which appears after you click **Search,** you can filter the retrieved vouchers by the following **Filter Criteria:**

   - *All Vouchers.*
   - *Vchrs that can be Fld Replaced* (vouchers that can be field replaced).
   - *Vouchers that can be Closed.*
   - *Vouchers that can be Deleted.*
   - *Vouchers that can be UnPosted.*

   Each of these filter criteria is associated with its own set of eligibility requirements.

   See Understanding Voucher Mass Maintenance.

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> **Note**
>
> If you do not apply filter criteria here, the system still filters out the vouchers by the appropriate eligibility criteria when you select the maintenance operation and open the page for that operation. The filter criteria here enable you to filter the vouchers before you begin selecting them individually.
>
> Note also that the vouchers available for field replacement depend on the voucher styles you have access to, as defined for your user preferences. If you select a filter criterion of *All Vouchers,* the results grid shows vouchers of all styles, regardless of your voucher style access. When you select field replacement as the maintenance operation to perform on your selected vouchers, however, only the vouchers whose style you have access to will be available on the Field Replace page.

4. Select the vouchers you want to perform maintenance on by selecting or deselecting the **Sel** (select) options.
5. Click the button for the maintenance operation you want to perform:
   - The **Field Replace** button accesses the Voucher Mass Maintenance - Field Replace page.
   - The **Close** button accesses the Voucher Mass Maintenance - Close page.
   - The **UnPost** button accesses the Voucher Mass Maintenance - UnPost page.
   - The **Delete** button accesses the Voucher Mass Maintenance - Delete page.

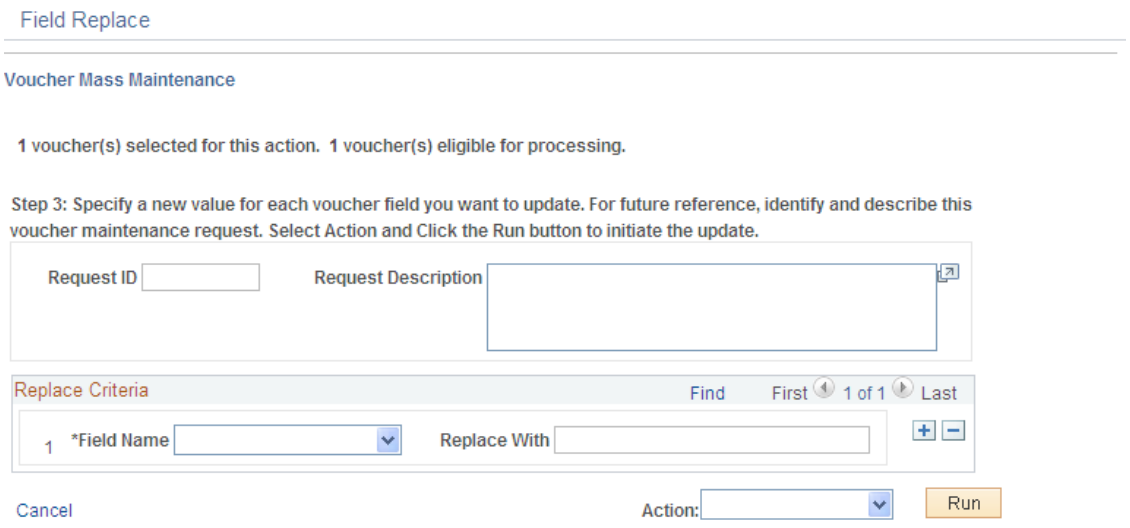
Voucher Mass Maintenance - Field Replace Page

Use the Voucher Mass Maintenance - Field Replace page (VCHR_MMT_RPLC_SEC1) to select the fields you want to replace, their replacement values, and a request ID, and run the Voucher Mass Maintenance process to perform the field replacement.

Navigation:

Select vouchers on the Voucher Mass Maintenance page and click the **Field Replace** button.

This example illustrates the fields and controls on the Voucher Mass Maintenance - Field Replace page.



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> **Note**
>
> If you did not use the appropriate filter criteria on the Voucher Mass Maintenance search page, some of the vouchers you selected may be ineligible for field replacement. The page informs you of the number of vouchers you selected and the number of these which are eligible for field replacement.

To replace fields on the selected vouchers:

1. (Optional) Identify and describe the field replacement request.
2. Enter the fields whose values you want to replace and the new values.

   There are selection fields that are not available for replacement.

   See Understanding Voucher Mass Maintenance.

   > **Note**
   >
   > The only online validation of field values is for field length and data type. The Voucher Build process edits field values for field-replaced vouchers.

3. Select to run one of the following on-demand processes.
   - Select *1. Mass Maintenance,* which performs the Voucher Mass Maintenance process to update the voucher tables and sets the voucher entry status to *M* or modified.
   - Select *2. Voucher Build,* which performs the Voucher Mass Maintenance process tasks, and also runs the Voucher Build process to edit the vouchers and update the voucher tables.

Related Topics

- Running the Voucher Build Process and Reviewing Messages
  This section lists common elements and discusses how to run the Voucher Build process, review process messages, and review vouchers with errors.

Voucher Mass Maintenance - Close Page

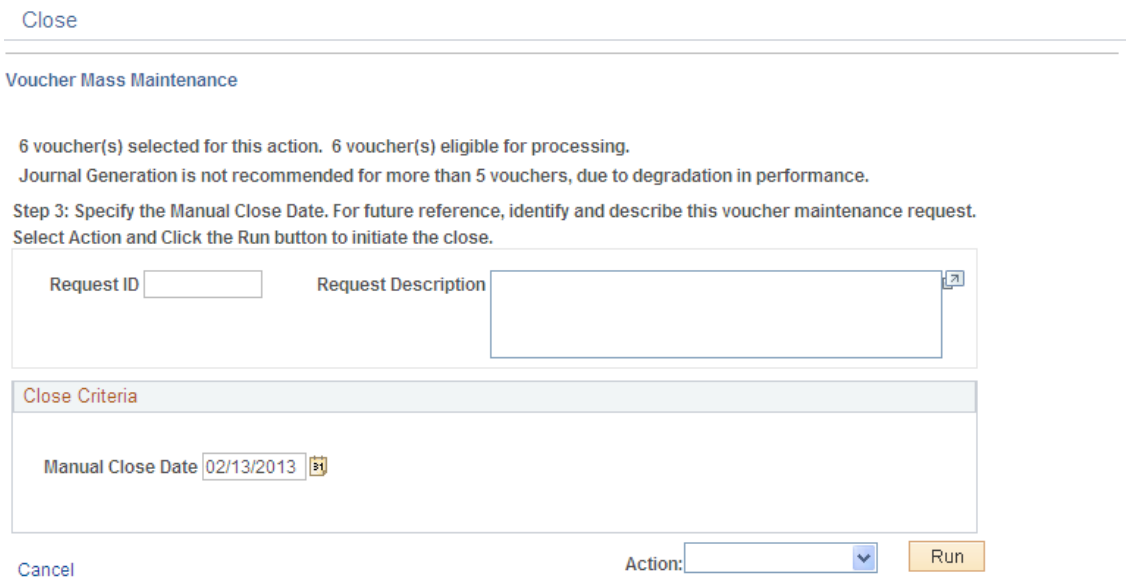
Use the Voucher Mass Maintenance - Close page (VCHR_MMT_CLSE_SEC1) to enter the manual close date and request ID and run the Voucher Mass Maintenance process to close the selected vouchers.

Navigation:

Select vouchers on the Voucher Mass Maintenance page and click the **Close** button.

This example illustrates the fields and controls on the Voucher Mass Maintenance - Close page.

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> **Note**
>
> If you did not use the appropriate filter criteria on the Voucher Mass Maintenance search page, some of the vouchers you selected may be ineligible for closure. The page informs you of the number of vouchers you selected and the number of these which are eligible for closure.

To close the eligible vouchers:

1. (Optional) Identify and describe the closure request.
2. Accept today's date, which is the default, or enter another date as the **Manual Close Date.**

   The system validates that the close date occurs in an open accounting period.
3. (Optional) Review any associated purchase orders.

   With Commitment Control enabled, you can close PO vouchers with the Mass Maintenance functionality, but you cannot restore encumbrances.
4. Select to run one of the following on-demand processes.
   - Select *1. Mass Maintenance,* which performs the Voucher Mass Maintenance process to update the voucher tables and mark the vouchers for closure.
   - Select *2. Voucher Post,* which performs the Voucher Mass Maintenance process tasks, and also run the Voucher Posting process to close the vouchers and update the voucher tables.
   - Select *3. Journal Generator,* which performs the Voucher Mass Maintenance and the Voucher Posting processes tasks, and also run a process that creates PeopleSoft General Ledger journal entries.

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> **Note**
>
> For performance reasons, it is not recommended to run *3. Journal Generator* when you are processing more than five vouchers.

After the process completes, a message appears informing you that it was successful.

> **Note**
>
> For document sequence-enabled vouchers, the system uses the default document type of *Close* to auto-generate a new document sequence number.

Related Topics

- Understanding Voucher Mass Maintenance
  The Voucher Mass Maintenance component enables you to search for vouchers by a number of voucher fields and then update specific fields across all of the vouchers that meet your criteria.

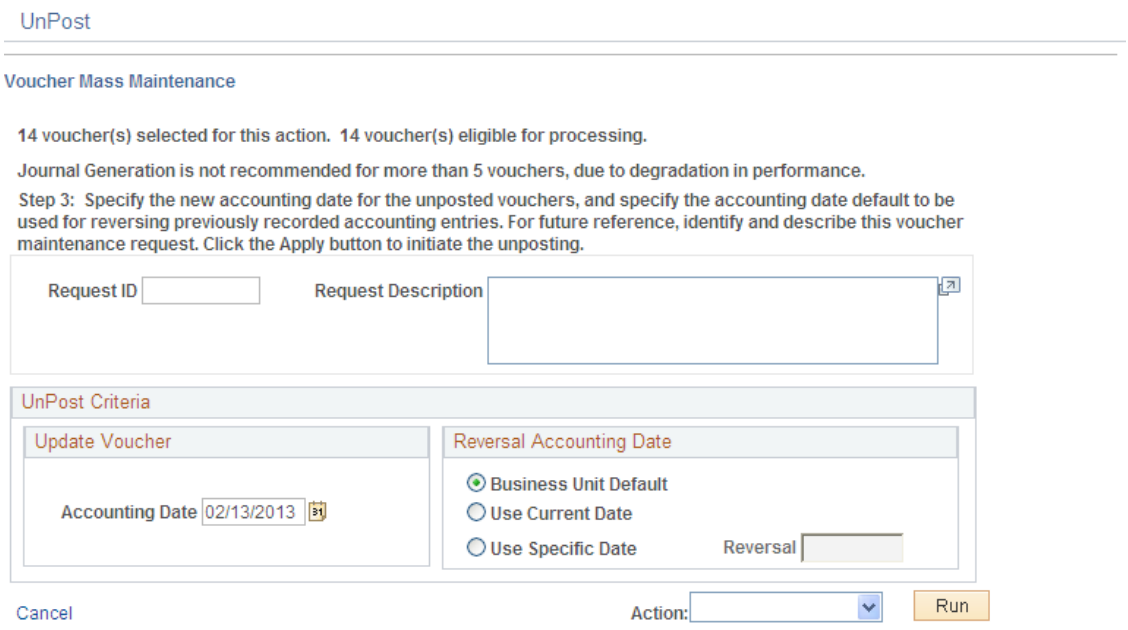
Voucher Mass Maintenance - UnPost Page

Use the Voucher Mass Maintenance - UnPost page (VCHR_MMT_UNPS_SEC1) to enter the unposting accounting date, reversal accounting date, and request ID and run the Voucher Mass Maintenance process to unpost the selected vouchers.

Navigation:

Select vouchers on the Voucher Mass Maintenance page and click the UnPost button.

This example illustrates the fields and controls on the Voucher Mass Maintenance - UnPost page.



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> **Note**
>
> If you did not use the appropriate filter criteria on the Voucher Mass Maintenance search page, some of the vouchers you selected may be ineligible for unposting. The page informs you of the number of vouchers you selected and the number of these which are eligible for unposting.

To unpost the eligible vouchers:

1. (Optional) Identify and describe the unposting request.
2. Select a new accounting date for the unposted vouchers in the **Update Voucher** group box.

   The system validates that the date occurs in an open accounting period.
3. Select the accounting date for the reversal accounting entries in the **Reversal Accounting Date** group box.

   This group box appears only if:

   - One of the vouchers you are unposting has had its accounting entries journal-generated to the general ledger, loaded to asset management, distributed to the Project Costing tables, or distributed to the VAT subsystem.
   - One of the vouchers is enabled for document sequencing.

   If there are any vouchers that are ineligible for the reversal accounting date option that you select, the system will apply the original voucher accounting date to the reversal entries.

   If you select either the *Use Current Date* or *Use Specific Date* option, the system validates that the date occurs in an open accounting period.

   The business unit default accounting date is set up on the Payables Options - Payables Options page.
4. Select to run one of the following on-demand processes.

   - Select *1. Mass Maintenance,* which performs the Voucher Mass Maintenance process to update the voucher tables and unpost the vouchers.
   - Select *2. Journal Generator,* which performs the Voucher Mass Maintenance process tasks, and also run a process that creates PeopleSoft General Ledger journal entries.

     > **Note**
     >
     > For performance reasons, it is not recommended to run *2. Journal Generator* when you are processing more than five vouchers.

After the process completes, a message appears informing you that it was successful.

Related Topics

- Understanding Voucher Mass Maintenance
  The Voucher Mass Maintenance component enables you to search for vouchers by a number of voucher fields and then update specific fields across all of the vouchers that meet your criteria.

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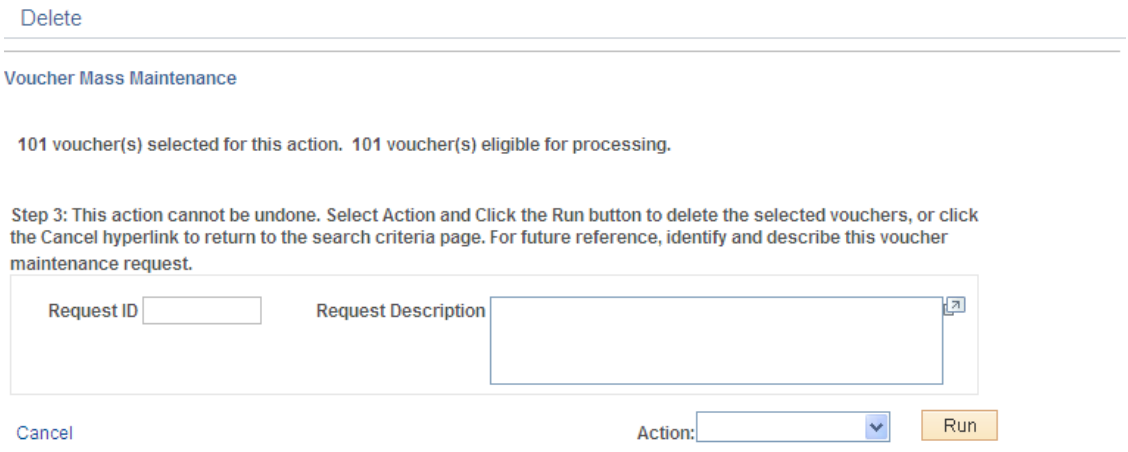
Voucher Mass Maintenance - Delete Page

Use the Voucher Mass Maintenance - Delete page (VCHR_MMT_DLTE_SEC1) to enter the request ID and run the Voucher Mass Maintenance process to delete the selected vouchers.

Navigation:

Select vouchers on the Voucher Mass Maintenance page and click the **Delete** button.

This example illustrates the fields and controls on the Voucher Mass Maintenance - Delete page.



> **Note**
>
> If you did not use the appropriate filter criteria on the Voucher Mass Maintenance search page, some of the vouchers you selected may be ineligible for deletion. The page informs you of the number of vouchers you selected and the number of these which are eligible for deletion.

To delete the eligible vouchers:

1. (Optional) Identify and describe the deletion request.

   This is required if any of the vouchers on your list are enabled for document sequencing.

2. Select *1. Mass Maintenance,* which performs the Voucher Mass Maintenance process to update the voucher tables and delete the vouchers.

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> **Note**
>
> Typically, you cannot delete a voucher if there have been accounting entries generated. However, if only Period End Accrual entries have been generated for the voucher, the voucher will still be eligible for deletion. This will not impact the reversal entry generated by the Period End Accruals. In this case, you should consult with your General Ledger Accounting product members to determine if a manual Journal Entry is desired to reflect the accounting of the voucher being deleted and its effect on the previously generated Period End Accrual.

> **Warning**
>
> Once you click this button, the vouchers will be deleted immediately from the system.

After the process completes, a message appears informing you that it was successful.

Related Topics

- Understanding Voucher Mass Maintenance
  The Voucher Mass Maintenance component enables you to search for vouchers by a number of voucher fields and then update specific fields across all of the vouchers that meet your criteria.

Viewing Voucher Mass Maintenance Request Information

When you perform a voucher mass maintenance operation, the system logs your User ID, the **Request ID** and description you entered on the Voucher Mass Maintenance operation page, the date, and the time that you requested the operation.

To view this audit information, run a query on the VCHR_MMT_RQS_HD table.

Updating Selective Payments in PeopleSoft Payables

This section provides an overview of the Selective Payment Update page for making payment updates.

Pages Used to Update Selective Payments in PeopleSoft Payables

Page Name	Definition Name	Usage
Selective Payment Page	VCHR_PYMT_WRK	Record and update manual payments

Selective Payment Page

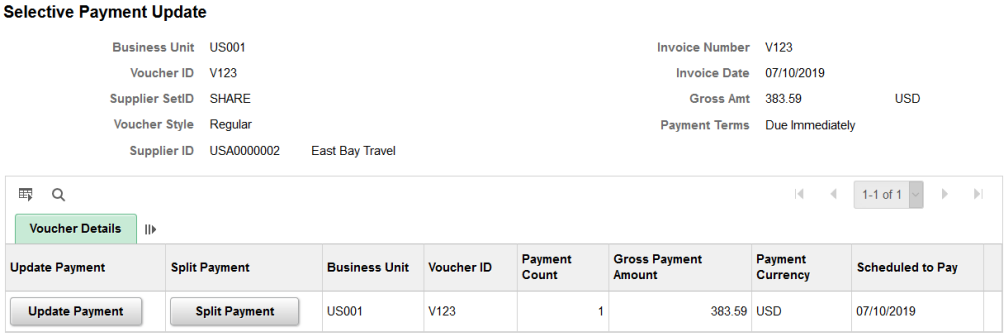
Use the Selective Payment page (VCHR_PYMT_WRK) to record and update manual payments.

Navigation:

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Accounts Payable, and then **Vouchers**, and then **Maintain**, and then **Selective Payment Page**

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



Field or Control	Description
Update Payment	Select to access the Selective Payment page secondary page where you can update payment details.

Field or Control	Description
Split Payment	Select to access the Selective Payment page secondary page where you can split payments and view payment details.

Payment Details

Displays details about the scheduled payments for the vouchers.

Remit Supplier Details

Displays details about the Remit Supplier which includes the Supplier name, Supplier Location, and Address Bank.

Bank Details

Displays Payment/Bank Details page.

Payment Message

Displays any message you entered on the Payment Message page in the Voucher component.

Payment Note

Use the Payment Note field to enter any notes when you update the payments. Your notes will be available for view on the Regular Voucher entry page.

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Using OpenItem Accounting in PeopleSoft Payables

This section provides an overview of OpenItem accounting.

Pages Used with OpenItem Accounting in PeopleSoft Payables

Page Name	Definition Name	Usage
Account Page	GL_ACCOUNT	Create account values and designate them as OpenItem accounts.
Invoice Information Page	VCHR_EXPRESS1	Enter a voucher charged to an OpenItem account.
Open Item Update Page	OPEN_ITEM_UPDATE	Keep track of OpenItem accounts. View each OpenItem account that is linked to the business unit and journal line reference, as well as a summary of the total amounts and the number of lines for both closed and open OpenItem accounts.

Understanding OpenItem Accounting

OpenItem accounting enables you to efficiently define, control, and maintain open accounts until all transactions for an OpenItem cause it to reach a zero balance. You can set up many types of OpenItem accounts on the Account page in the ChartField Values component (GL_ACCOUNT). Common examples of OpenItem accounts are employee advances, suspense accounts, and interunit accounts. Once an OpenItem account is established, you can keep track of the PeopleSoft Payables transactions that are posted to this account using the Open Item Update page.

OpenItem Accounting Terms

The following terms are used with OpenItem accounting:

Term	Definition
OpenItem Account	Specifies the account that requires OpenItem accounting, such as Employee Advances, CFO Suspense, and Due From/Due To Subsidiary. You set up OpenItem accounts on the Account page in the ChartField Values component.
OpenItem Key	Determines the identifying or search key for open items in an OpenItem account. For an Employee Advances account, the OpenItem key field would typically be the Employee ID or Social Security Number. This means that any voucher distribution that posts to the Employee Advances account would also carry an employee ID or social security number. This search key is required by the system and enables the association of multiple vouchers with the open item.

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Term	Definition
OpenItem	Each transaction that affects an OpenItem account remains an open item until all transactions for a given OpenItem key add up to 0. For example, the first open item in the Employee Advances account is normally the issuance of an advance. Vouchers entered against the initial advance become open items also, until a final voucher brings the balance for a particular employee ID to 0, at which point all open items for the employee ID are closed.
Closed Item	Transactions for an OpenItem key become closed items when the total for the OpenItem key is 0. **Note:** The PeopleSoft Payables system does not automatically mark the OpenItem as closed in the distribution line table once the OpenItem balance reaches zero. However, you can manually change the status on the OpenItem transaction from *Open* to *Closed* on the Open Item Update page.

OpenItem Accounting Setup and Processing

To use OpenItem accounting:

1. Set up an OpenItem account on the Account page in the ChartField Values component.

   For example, you could set up an employee advance account as an OpenItem account, using the Employee ID field (EMPLID) from the PERSONAL_DATA table as the open item key.

   See Account Page.

2. Create an advance voucher.

   On the distribution line, enter the employee ID (the open item key value) in the OpenItem field. In our example, we'll enter a voucher for an advance in the amount of 1000 EUR.

   See Entering OpenItem Transactions on Vouchers.

3. Post the advance voucher and journal-generate it.

   Here are the accounting entries for an advance in the amount of 1000 EUR.

Account	Debit	Credit
Emp Adv	1000.00	
APA		1000.00

4. (Optional) View the OpenItem account using the Open Item Update page.

   In our example, one line for the advance voucher, in the amount of 1000 EUR, appears.

   You can also view the OpenItem account in PeopleSoft General Ledger using the Open Items - Review Status Online page.

   See Open Item Update Page.

   See PeopleSoft General Ledger: Review Open Item Status Page.

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5. Run the Pay Cycle process or create a manual payment to pay the advance:

Account	Debit	Credit
APA	1000.00	
CASH		1000.00

6. Enter a voucher for an expense against the advance.

   Again, enter the employee ID in the OpenItem field on the distribution line for the open item account.

   In this example, an expense of 1100 EUR is entered and schedules a payment of 100 EUR.

   See Entering OpenItem Transactions on Vouchers.

7. Post the voucher and journal-generate it.

   Here are the accounting entries for the expense voucher:

Account	Debit	Credit
Emp Adv		1000.00
EXP	1100.00	
APA		100.00

8. Create a payment for any remaining expense amount.

   In this case, a payment of 100 EUR is created.

Account	Debit	Credit
APA	100.00	
CASH		100.00

9. View the OpenItem account balance using the Open Item Update page.

   In our example, the OpenItem balance is zero, as the expense entry has balanced out the advance entry, and the OpenItem is closed in PeopleSoft Payables.

10. Run the PS/GL Open Item Reconciliation process (GLPPOITM) or perform open item reconciliation manually in PeopleSoft General Ledger to reconcile and close open items in the general ledger.

    The PeopleSoft Payables system does not automatically mark the OpenItem as closed in the distribution line table once the OpenItem balance reaches zero. Since OpenItem accounting is ultimately a general ledger function, no automatic processing is done in PeopleSoft Payables. However, you can manually change the status on the OpenItem transaction from *Open* to *Closed* on the Open Item Update page.

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> **Note**
>
> OpenItem transactions are passed to PeopleSoft General Ledger when they are journal-generated, and can be viewed on the OpenItems - Review Status Online page. However, PeopleSoft General Ledger updates the status of OpenItems independently of PeopleSoft Payables. PeopleSoft Payables reconciles open items by open item key reference and account, while the PS/GL Reconciliation process in PeopleSoft General Ledger reconciles by account. An OpenItem that is balanced and closed in PeopleSoft Payables can, therefore, remain open in PeopleSoft General Ledger if OpenItem transactions for another open item key reference on the account remain open. Likewise, an OpenItem that is closed in PeopleSoft General Ledger does not automatically update the OpenItem as closed in PeopleSoft Payables.

Related Topics

- PeopleSoft General Ledger: Understanding Open Item Accounting

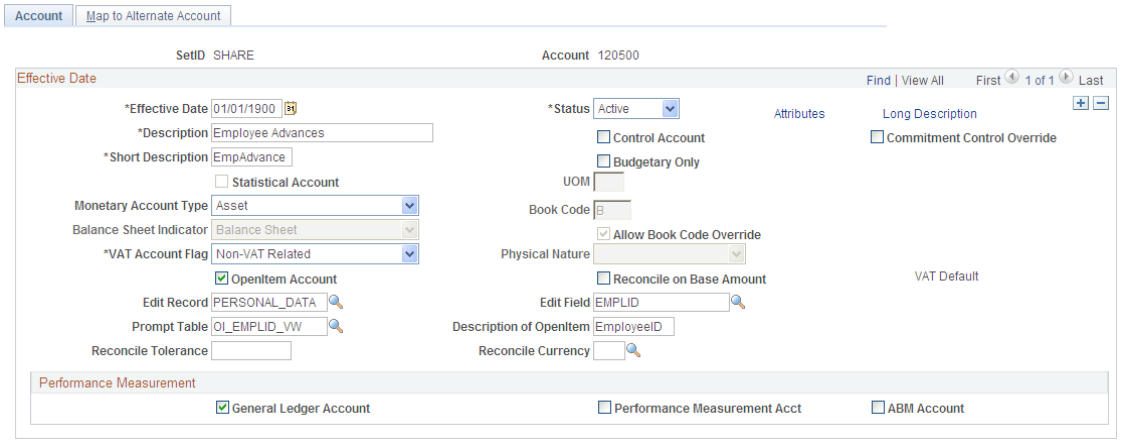
Account Page

Use the Account page (GL_ACCOUNT) to create account values and designate them as OpenItem accounts.

Navigation:

Set Up Financials/Supply Chain, and then **Common Definitions**, and then **Design ChartFields**, and then **Define Values**, and then **ChartField Values**, and then **Account**

This example illustrates the fields and controls on the Account page, showing account definition for an OpenItem account. You can find definitions for the fields and controls later on this page.



> **Note**
>
> This page is described at length elsewhere. Only fields of particular importance to OpenItem accounts are discussed here.

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Field or Control	Description
OpenItem Account	Select to activate OpenItem processing. A number of edit boxes appear.
Edit Record	Enter the record definition name of the prompt table against which you want to validate the OpenItem key. For example, if the OpenItem key is an employee ID, enter the prompt table that contains a list of valid employee IDs, such as *EMPLOYEE_TBL*.
Edit Field	Specify the field within the OpenItem Edit Record against which you want to validate the OpenItem key. If you are using employee ID the OpenItem key, this is the field that contains your employee IDs or social security numbers.
Prompt Table	Enter the name of the prompt table that returns the current actual OpenItem rows for the account.
Description of OpenItem	Enter the description of the account that appears in prompt lists, reports, and online inquiries. This description is typically used to identify the OpenItem key that must be specified in the Ref (reference) field on the Journal Entry page or the OpenItem field on the Invoice Information page.

Related Topics

- Application Fundamentals: Account Page
- PeopleSoft General Ledger: Understanding Open Item Accounting

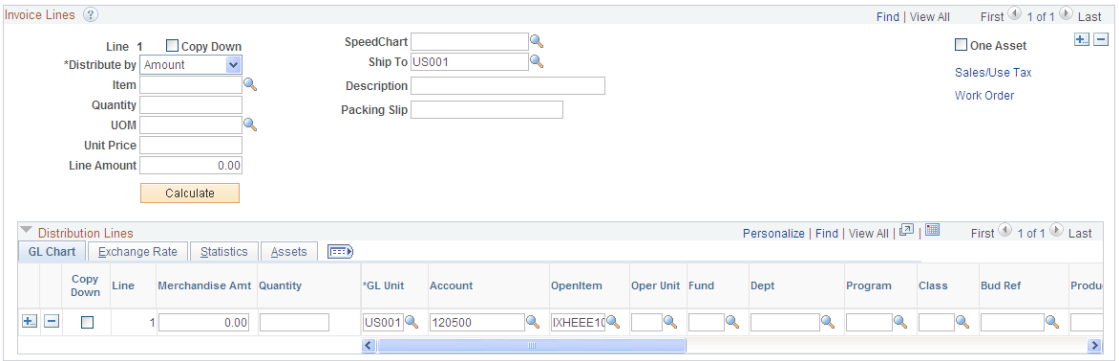
Entering OpenItem Transactions on Vouchers

This section describes both how to enter an advance against an OpenItem account and how to enter an expense against that advance.

Creating the Advance Voucher

Use the Invoice Information page to enter a voucher for the advance (Accounts Payable, Vouchers, Add/Update, Regular Entry, Invoice Information).

This example illustrates the fields and controls on the Invoice Lines scroll area on the Invoice Information page, with an invoice line charged to an OpenItem account.



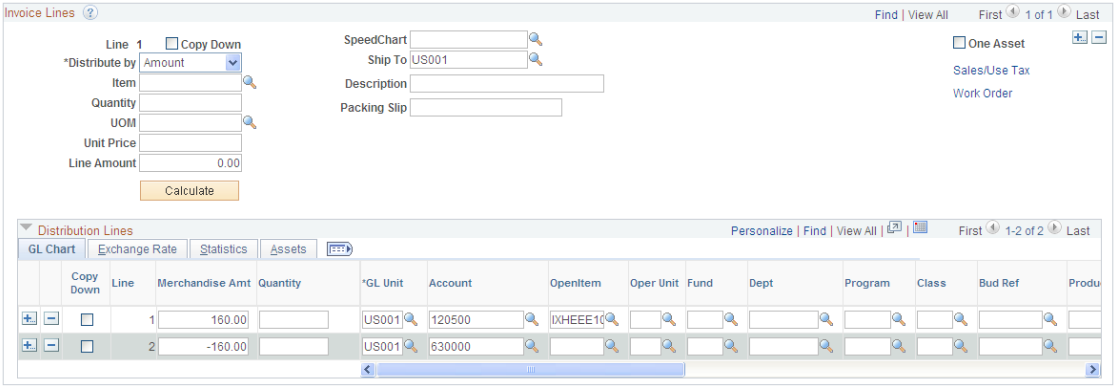
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Enter an OpenItem account in the **Account** field on the distribution line (in our example, *120500),* and select an OpenItem key reference (in this example, employee ID *IXHEE10)* in the **OpenItem** field.

Creating an Expense Report Voucher

Use the Invoice Information page to create an expense report voucher (Accounts Payable, Vouchers, Add/Update, Regular Entry, Invoice Information).

This example illustrates the fields and controls on the Invoice Lines scroll area on the Invoice Information page, with distribution lines for an expense charged against an OpenItem employee advance account.



When you enter a voucher for an expense charged against the advance, the voucher should have at least two distribution lines: one with a negative merchandise amount and one with a positive merchandise amount. Charge the negative merchandise amount to the OpenItem account (in this case, the employee advance OpenItem account, 120500) and the positive merchandise amount to an expense account. Specify the OpenItem key reference on the negative distribution line for the OpenItem account.

Related Topics

- Understanding OpenItem Accounting
  OpenItem accounting enables you to efficiently define, control, and maintain open accounts until all transactions for an OpenItem cause it to reach a zero balance. You can set up many types of OpenItem accounts on the Account page in the ChartField Values component (GL_ACCOUNT). Common examples of OpenItem accounts are employee advances, suspense accounts, and interunit accounts. Once an OpenItem account is established, you can keep track of the PeopleSoft Payables transactions that are posted to this account using the Open Item Update page.

Open Item Update Page

Use the Open Item Update page (OPEN_ITEM_UPDATE) to keep track of Open Item accounts.

View each Open Item account that is linked to the business unit and journal line reference, as well as a summary of the total amounts and the number of lines for both closed and open Open Item accounts.

Navigation:

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Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **Update Open Item**, and then **Open Item Update**

> **Note**
>
> Multiple views of this page are available by clicking the tabs in the scroll area. Fields that are common to all views are documented first

Common Page Information

Field or Control	Description
Open Item Key	Displays the OpenItem key reference. In the case of an employee advance, the OpenItem key might be an employee's social security number or employee ID.
Currency	Displays the base currency for the OpenItem key reference.

Total Open Amount

Field or Control	Description
Amount	Displays the open balance amount for the OpenItem reference.
Lines	Displays the number of voucher lines that comprise the open item balance.

Total Closed Amount

Field or Control	Description
Amount	Displays the closed balance amount for the OpenItem reference.
Lines	Displays the number of voucher lines that comprise the closed item balance.

Scroll Control - Open Items

Select one of the following to control which items appear in the Open Item Update scroll area:

- **Show All Items.**
- **Show Only Open Items.**
- **Show Only Closed Items.**

Open Item Update

The Open Item Update scroll area lets you view the various OpenItem accounts for the OpenItem reference, including the total open and closed amounts for the account.

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Field or Control	Description
Account	Displays the OpenItem account number and description.
OpenItem	Displays the OpenItem key field that for the open item. The most common values are *Employee ID* and *Social Security Number*. You define the OpenItem key field when you define the OpenItem account on the Account page in the ChartField Values component.

Details

The **Details** group box displays voucher line details for each line item under the OpenItem account, including the following.

Field or Control	Description
Status	View or change the open or closed status of the item. When you update the status, the system updates the running totals fields. **Note:** The PeopleSoft Payables system does not automatically mark the OpenItem as closed in the distribution line table once the OpenItem balance reaches zero. Use this field to manually change the status to *Closed*.
Reference	View or update the OpenItem key reference associated with this voucher line.
Line	Displays the voucher line number.
Description	Displays the description that was entered for the voucher line. Use this field, along with the **Amount** field, to match open items to one another in order to close them.

Related Topics

- Understanding OpenItem Accounting
  OpenItem accounting enables you to efficiently define, control, and maintain open accounts until all transactions for an OpenItem cause it to reach a zero balance. You can set up many types of OpenItem accounts on the Account page in the ChartField Values component (GL_ACCOUNT). Common examples of OpenItem accounts are employee advances, suspense accounts, and interunit accounts. Once an OpenItem account is established, you can keep track of the PeopleSoft Payables transactions that are posted to this account using the Open Item Update page.

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Running the Matching Process

Understanding the Matching Process

Use the Matching process to compare vouchers with purchase orders and receiving documents. That way, you can ensure that you pay for only the goods and services that you order and receive. To run the Matching process, you must have installed PeopleSoft Payables and PeopleSoft Purchasing. The system automatically performs the required matching based on the document characteristics. Users simply select a match rule control ID; the system handles all of the comparison. Use the matching exceptions workflow, provided with PeopleSoft Payables, to route match exceptions to specified users. PeopleSoft eSettlements also uses the Matching process to compare invoices with purchase orders and receipts.

> **Note**
>
> If you enable the Commitment Control feature and you want to use the voucher match status as a prerequisite for budget-checking transactions, you must modify the Selection Criteria page in the Source Transactions component (KK_SOURCE_TRAN) to include the MATCH_STATUS_VCHR field as part of the PeopleSoft Payables transactions. Select *MATCH_STATUS_VCHR* in the **Field Name** field, and select *M* in the **Field Value** field.

This section discusses:

- Matching types.
- Matching process flow.
- Matching options with purchase orders.
- Matching tolerances.
- Matching workflow.
- Delivered document association groups.
- Delivered document association rules.
- Delivered match rule types.
- Delivered match rules.
- Delivered match rule controls.
- Matching examples.

Related Topics

- PeopleSoft Commitment Control: Understanding Source Transaction Type Setup

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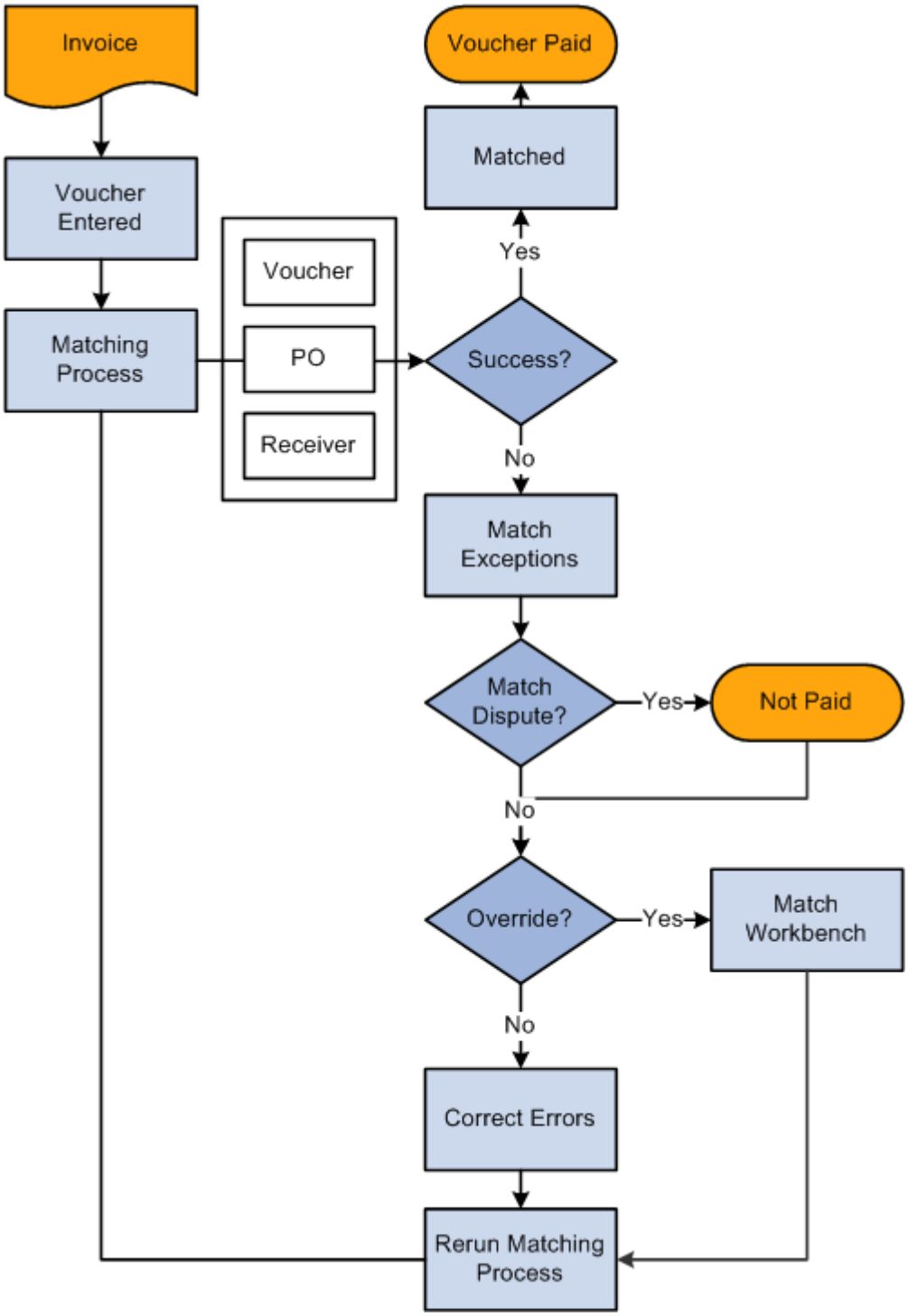
Matching Types

The system performs several types of matching:

- Two-way matching compares vouchers and purchase orders if the **Receiving Required** option for the purchase order is *Do Not Receive* or *Optional.*
- Three-way matching compares vouchers, purchase orders, and receipts if the **Receiving Required** option is *Required* and the **Inspection Required** option is not selected for the receiver.
- Four-way matching compares vouchers, purchase orders, receivers, and inspections if receiving is required and inspection is required.
- Receipt-only matching compares vouchers to non-purchase order receipts.

This flowchart provides an example of the three-way matching process, illustrating how the Matching process compares the entered voucher to the purchase order and receiving documents.

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Matching Process Flow

After you set up the Matching process and create vouchers to be matched:

1. Specify the matching run control options and run the process on the Match Request page, from the Action field on the Invoice Information page in the Voucher component (VCHR_EXPRESS), or from the Match Workbench.

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a. If vouchers match successfully, the system sets the status of these vouchers to *Matched* and the voucher is available for payment.

b. If vouchers do not pass the Matching process, the system flags them as exceptions.

The system logs each match rule exception for the voucher in a voucher match exception log table that you can view using the Match Workbench. You can access the Match Workbench from the Match Request page, by clicking the **Exceptions** link on the Voucher Summary page in the Voucher component, or through general navigation.

2. View the exceptions on the Match Exception Workbench Details page, where you can set the vouchers that have match exceptions to *Credit Note, Match Dispute,* or *Override.*

You can also select a match rule action of *Debit Memo* if you specified it as an action on the Match Rule Type page and associated it to the match rule. The Matching process creates a debit memo adjustment voucher to resolve the matching exception.

> **Note**
>
> Users need to have authority to override match exceptions to select match actions of *Credit Note, Match Dispute,* or *Override.* Define authority to override match exceptions on the User Preference - Procurement: Payables Online Vouchering page.

- Vouchers with a match status of *Match Dispute* are not paid and remain in an unpayable state until you delete or correct them.
- The next time that the Matching process runs, the system bypasses the individual match rules that you override.
- Overridden vouchers are available for payment and are paid the next time the pay cycle is run.

> **Note**
>
> Organizations typically correct a problem instead of overriding it. In general, it is best to rectify and reprocess incorrect associations and supplier differences rather than override them.

> **Note**
>
> You can pay unmatched vouchers at the user ID level if you select the **Pay Unmatch Voucher** option on the User Preference - Procurement: Payables Online Vouchering page.

- PeopleSoft Workflow notifies the appropriate user about the match exception, based on the route that you specify for the exception on the Match Rule Type page or the Match Rules - Workflow page.

3. Correct the errors and rerun the Matching process.
4. (Optional) You can undo selected matched vouchers after you run the Matching process.

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When you undo a matched voucher, you reset the match status of any purchase orders and receivers that are associated with and matched to a voucher. This enables you to match these purchase orders and receivers to other vouchers.

- You can undo a matched voucher only if you have not yet paid or posted it.
- You cannot undo a credit or exchange return to vendor (RTV) matched voucher.
- You cannot undo a matched voucher if the related purchase order is closed.
- You cannot undo a matched voucher if one of the receipts is associated with a voucher that is closed.
- You cannot undo a matched voucher that is related to another voucher, unless the original voucher has been deleted.
- You can undo a matched voucher and associated debit memo adjustment voucher if the vouchers have not been paid or posted and they do not require budget-checking.

> **Note**
>
> If you try and undo a matched voucher that requires budget-checking, the system displays an error message indicating that you need to delete the debit memo adjustment voucher before you undo the matched voucher.

Related Topics

- Initiating the Matching Application Engine Process
  This topic provides an overview of the matching engine.
- Managing Matches and Match Exceptions
  These topics provide an overview of the Match Workbench and discuss how to:
- Creating Credit Memo Adjustment Vouchers
  To manually create a credit memo adjustment for matching exceptions:
- Undoing Matched Vouchers
  Use the Match Workbench page (AP_MTCH_WB) to view a list of vouchers and match information, according to specified search criteria.
- Understanding Debit Memo Processing
  The Matching process calls the Voucher Build Application Engine process (AP_VCHRBLD) to automatically create debit memo adjustment vouchers to resolve matching exceptions between the amount on a voucher and the purchase orders and receivers associated with that voucher. The Matching process determines if a debit memo should be created based on the match rule or rules applied to the voucher.

Matching Options with Purchase Orders

This section discusses:

- Line level matching.
- Purchase order matching defaults.

Line Level Matching

The flexibility of match rules and match rule controls enable you to use line level matching.

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For example, suppose that you buy computer equipment and the services to install the equipment, and you want to generate one purchase order for both items using line level matching.

- Line 1: Expense or inventory item; receiving required.
- Line 2: Service item; no receiving required.

Here is the sequence of events in this example:

1. The purchase order header sets the match control for all applicable lines.

   The match control option (for example, standard) appears by default from the supplier table, but you can override the default.

2. At the purchase order line schedule level, you can specify whether matching is required (by using the Details for Schedule page).

   The line schedule level matching options are:

Term	Definition
Full Match	The system matches the line based on the purchase order header match control. *(Full Match* is the default.)
No Match	The system does not match the line.
ERS (evaluated receipt settlement)	The system matches the line based on the purchase order header match control. **Note:** The Voucher Build Application Engine process (AP_VCHRBLD) creates ERS vouchers from receipts. See Understanding SBI Processing.

3. At the purchase order line level, you specify whether receiving is required, not required, or optional (by using the Line Details page).

   The **Receiving Required** option appears by default from the item definition. If you have set the match control at the purchase order header for matching, the match rules then determines whether receiving is required for the purchase order line. If receiving is not required, as in the case of service items, the Receiving Required matching rules apply to other lines; however, the particular line is still matched based on the comparison of the purchase order to the voucher. Similarly, if receiving is optional, the Receiving Required matching rules do not apply.

Purchase Order Matching Defaults

Define matching rule controls at the business unit and supplier level. You can override these matching defaults at the purchase order header level or purchase order schedule level in the Maintain Purchase Orders component (PURCHASE_ORDER).

Select the **Matching** link on the Purchase Order - Form page to access the PO Matching page, where you can change the type of match action and the match rules.

You can also change the **Match Action** field on the Details for Schedule page. You can select either a full match or no match for the schedule. The **Match Action** field value appears by default from the overall matching setup on the Purchase Order Header page.

You can also change the price and tolerances (upper and lower limits) for matching in the **Price Tol** (unit price tolerance), **Ext Tol** (total amount tolerance), and **Pct** (percentage) fields. The values for these fields appear by default from the item definition.

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Matching Tolerances

You can define value and percent tolerances to override exceptions generated by the match rules. The Matching process uses match tolerances when comparing the prices and amounts. If a match exception exists, and the voucher is within the tolerances established in these components, the Matching process automatically overrides the exception. There are two ways you define match tolerances, they are:

- On the match rule.
- On the purchase order.

Define the value or percent match tolerances for each match rule on the Match Rule Control page. In order to define match tolerances, you must first indicate on the Match Rules - Rule Definition page to use match tolerances at the match rule control level.

Define value or percent match tolerances at the purchase order level on the Item Categories component (ITEM_CATEGORIES) and the Purchasing Attributes component (PURCH_ITEM_ATTR). These match tolerances can be overridden on the Maintain Purchase Orders component.

PeopleSoft delivers match rule controls that apply matching tolerances either at the PO level or at the match rules level. You should apply tolerances at the PO level or at the match rule level, but not both. To modify or add match rule controls with tolerances, you must understand the Matching process and how tolerances work.

- The *Standard Match Rules Using PO Tolerances* match rule control applies matching tolerances at the PO level.
- The *Standard Match Rules Using Rules Tolerances* match rule control applies matching tolerances at the match rules level.
- The *Standard* match rule control applies matching tolerances at the PO level.
- The *Debit Memo* match rule control applies matching tolerances at the match rules level.
- The *Basic* match rule control applies matching tolerances at the PO level.

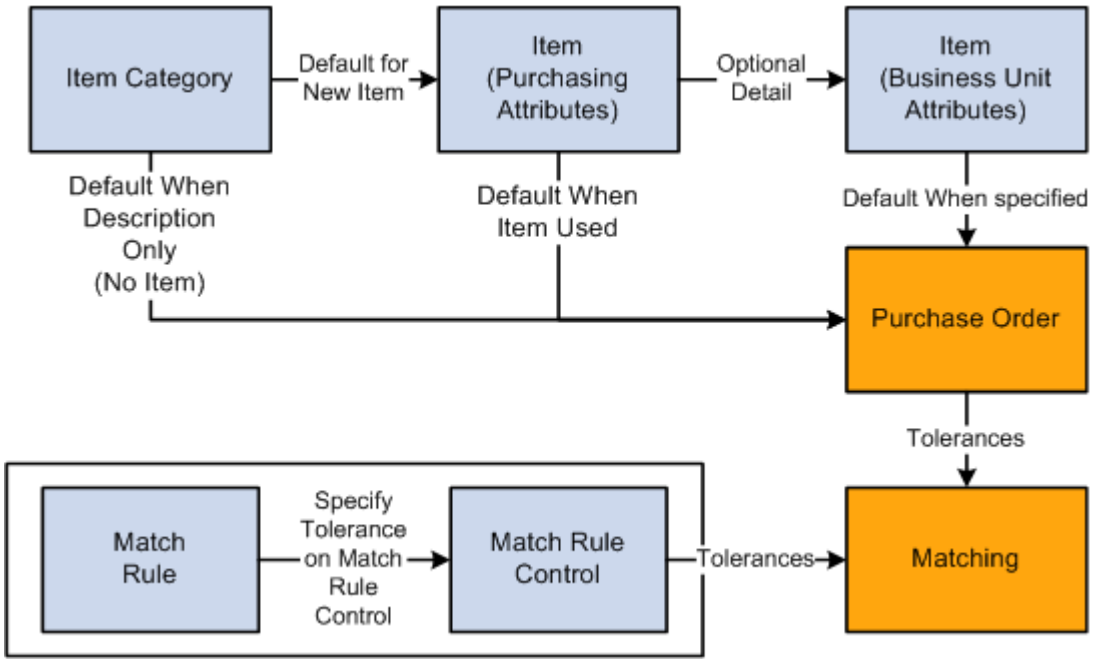
> **Note**
>
> For example, you may use a match rule tolerance if you have a simple organization policy that states specific tolerance on all purchases. If tolerances vary by item category or item, then consider using tolerances at the PO level.

See the following scenarios that illustrate how the two matching tolerances are applied:

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Scenario	PO	Voucher	Match Rule Control	Expected Result
PO tolerance	• Item 10000 has a unit price tolerance of 2.00 USD. • PO has a quantity of 1.00 and unit price of 100.00 USD.	• The voucher is entered by copying from the PO. • The unit price is changed to 103.00 USD.	The match rule control uses PO tolerances.	The voucher fails matching because the unit price is greater than the PO unit price + PO tolerance (100.00 + 2.00).
Match rule tolerance	• Item 10000 has a unit price tolerance of 2.00 USD. • PO has a quantity of 1.00 and unit price of 100.00 USD.	• The voucher is entered by copying from the PO. • The unit price is changed to 103.00 USD.	• The match rule control uses match rule tolerances. • The match rule unit price tolerance is 5.00 USD.	The voucher successfully matches because the unit price is less than the PO unit price + match rule tolerance (100.00 + 5.00).

This diagram illustrates the matching tolerance default logic. The scenario displays using either the tolerances defined at the match rule level or at the PO level.



Related Topics

- PeopleSoft Source to Settle Common Information: Establishing Matching and Document Association Options
- PeopleSoft Purchasing: Purchasing Attributes - Purchasing Controls Page

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Matching Workflow

You can access match exceptions using the Match Workbench. You can also use workflow worklists and email notifications to route the match exceptions to the user or users specified on the Match Rules Type and Match Rules - Workflow pages.

Workflow parameters are defined at the match rules type level and they can be overridden at the match rules level. You define workflow parameters by:

1. Selecting the **Workflow Flag** field or the **Send Email Notification** field or both fields on the Match Rules Type page.
2. Defining the **User List Source** fields on the Match Rules Type page.
3. (Optional) Overriding the email notification parameters and user lists on the Match Rules - Workflow page.

Create workflow worklists and email notifications by selecting *Workflow/Email Notify* as the **Match Action** on the Match Request page or by selecting *Send Notification* as the **Action** on the Match Workbench. When you initiate these actions, the system:

1. Executes the Matching process which calls the Matching Notification Application Engine process (AP_MTH_NOTFY) to create email notifications.
2. Calls the Process Match Exceptions Application Engine process (MTCH_ERR_WF) from the Matching Notification process to create workflow worklist items.

> **Note**
>
> Set up users to receive worklist items or email notifications or both on the User Profiles - Workflow page before you route match exceptions to them.

> **Note**
>
> The Process Match Exceptions process and the Matching Notification process still generate worklist items and workflow notifications for exceptions to users even if they do not have authority to override the exception. The user is not able to override the exception, but is notified of the exception.

Related Topics

- PeopleSoft Source to Settle Common Information: Establishing Matching and Document Association Options
- Initiating the Matching Application Engine Process
  This topic provides an overview of the matching engine.

Delivered Document Association Group

The document association group defines the types of match associations and the sequence that the Matching process performs. PeopleSoft delivers three document associations that include:

- Voucher and PO matching (VP).

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- Voucher and receiver matching (VR).
- Voucher, PO, and receiver matching (VPR).

Related Topics

- PeopleSoft Source to Settle Common Information: Document Association Group Page

Delivered Document Association Rules

The document association rules defines how the Matching process associates purchase orders and receivers to vouchers. PeopleSoft delivers Standard and Receipt document association rules.

- The Standard document association rules associate vouchers and receivers based on exact and summed quantities.
- The Receipt document association rules associate vouchers and receivers based on exact and summed quantities using the invoice number equal to the packing slip number.

Related Topics

- PeopleSoft Source to Settle Common Information: Document Association Rules Page

Delivered Match Rule Types

Match rule types are categories that determine the match actions that can be performed. Since these match rule types are set up at the system level, they are not tied to any SetID or business unit. You can create new match rule types or modify delivered match rule types. PeopleSoft delivers the following match rule types:

- Data Entry
- Merchandise - Amount
- Merchandise - Quantity
- Merchandise - Unit Price
- Summary/Global Match Only
- System

Related Topics

- PeopleSoft Source to Settle Common Information: Match Rule Type Page

Delivered Match Rules

PeopleSoft delivers match rules that most organizations need. Use the match rule set that best meets your organization's requirements. You can also create new match rules or modify delivered match rules.

Match rules are applied at either the header summary level or the line summary level. Define what level to apply the match rule on the Match Rules - Rule Definition page.

System Match Rules

System errors indicate that data is missing and prevents the system from retrieving all of the voucher, purchase order, and receiver data. If no system errors exist, the system applies matching rules.

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This table describes the system match rules delivered with the system:

Rule ID	Description	Long Description
RULE_S100	Invalid Match Control ID.	Invalid Match Control ID.
RULE_S110	Credit Adjustment Quantity > PO Matched Quantity.	RTV/Credit Adjustment Quantity is greater than the PO Matched Quantity.
RULE_S111	Credit Adjustment Amount > PO Matched Amount.	RTV/Credit Adjustment Amount is greater than the PO Matched Amount.
RULE_S120	Credit Adjustment Quantity > Receiver Match Qty.	RTV/Credit Adjustment Quantity is greater than the Receiver Matched Quantity.
RULE_S121	Credit Adjustment Amount > Receiver Match Amount.	RTV/Credit Adjustment Amount is greater than the Receiver Matched Amount.
RULE_S122	Credit Adjustment Quantity > Receiver Match Qty.	RTV/Credit Adjustment Quantity is greater than the Receiver Matched Quantity.
RULE_S123	Credit Adjustment Amount > Receiver Match Amount.	RTV/Credit Adjustment Amount is greater than the Receiver Matched Amount.
RULE_S200	Invalid PO ID exists not set for match.	Invalid PO ID exists but not set for matching.
RULE_S201	Invalid Receiver exists but not set for matching.	Invalid Receiver exists but not set for matching.
RULE_S210	Invalid PO Status.	Invalid PO Status.
RULE_S300	Invalid UOM conversion for PO.	Invalid UOM conversion for PO.
RULE_S400	Invalid currency exchange rate for PO.	Invalid currency exchange rate for PO.
RULE_S500	Invalid UOM conversion for Receipt.	Invalid UOM conversion for receipt.
RULE_S600	Invalid currency exchange rate for Receipt.	Invalid currency exchange rate for receipt.
RULE_S700	Invalid Global exchange rate conversion error.	Invalid Global exchange rate conversion error.

Standard Match Rules

PeopleSoft delivers standard match rules that are similar to the match rules delivered in previous releases.

This table describes the standard match rules delivered with the system:

Rule ID	Description	Long Description
RULE_E100	Extended Price Tolerance.	The voucher extended price exceeds the purchase order extended price plus or minus (+/-) the extended price tolerance, *and* the tolerance is not equal to (<>) 0.

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Rule ID	Description	Long Description
RULE_E200	Extended Price % Tolerance.	The voucher extended price exceeds the purchase order extended price plus or minus the extended price percentage tolerance, *and* the tolerance does not equal 0.
RULE_E250	Voucher Ext Amt <> PO Ext Amt (No Tolerances).	The voucher extended price does not equal the purchase order extended price when the extended percentage and price tolerances are 0.
RULE_H100	Voucher Pay Terms <> PO Pay Terms.	The payment terms code on the purchase order does not equal the payment terms code on the voucher.
RULE_H200	Voucher Supplier/Loc<>PO Supplier/Loc.	The supplier on the purchase order does not equal the supplier on the voucher.
RULE_H400	Voucher Supplier/ Loc<>Receiver Supplier/Loc.	The supplier on the voucher does not equal the supplier on the receipt.
RULE_I100	Inspection Required but not Complete.	The item ordered requires inspection but inspection has not been completed.
RULE_L100	Voucher item <> PO item.	The item on the voucher line does not equal the item on the purchase order line.
RULE_L200	Voucher item <> Receiver item.	The item on the voucher line does not equal the item on the receiver line.
RULE_L300	Voucher Packing Slip <> Receiver Packing Slip	The Packing Slip on the voucher line is not equal to the Packing Slip on the receiver line.
RULE_P100	Voucher Unit Price <> PO Unit Price (No Tolerance).	The voucher price does not equal the purchase order price when the unit price percentage and price amount tolerances are 0.
RULE_P400	Voucher Unit Price <> PO Unit Price + % Unit Tol.	The price percentage tolerance does not equal 0, and the voucher price (converted to the purchase order UOM) does not fall within the purchase order price range (calculated using price percentage tolerance). The rule does not generate an exception for an amount-only purchase order and a non-purchase order receipt.

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Rule ID	Description	Long Description
RULE_P500	Voucher Unit Price <> PO Unit Price + Unit Price Tolerance.	The unit price tolerance does not equal 0, and the voucher price does not fall within the purchase order price range (calculated using unit price tolerance).
RULE_R500	No receipts found.	The Matching process could not find any receipts for the purchase order specified on the voucher line that were available for matching (for example not matched, not on hold, and not canceled).
RULE_R600	No receipt found, but unmatched ones exist.	The Matching process found receipts for this purchase order that were available for matching (for example not matched, not on hold, and not canceled) but could not make an association to the voucher line using any of the document association criteria.
RULE_R650	Voucher line amt > Sum of received amount.	Voucher line amt > Sum of associated receiver line amt (Amount Only Matching)
RULE_R651	Voucher line amt > Sum of received amount.	Voucher line amt > Sum of associated receiver line amt (Amount Only Matching).
RULE_R900	Total voucher received quantity > Accepted Qty	The total quantity received (including across all voucher lines and previously matched receivers) exceeds the accepted quantity on the receiver.
RULE_R901	Total voucher received quantity > Accepted Qty.	The total quantity received (including across all voucher lines and previously matched receivers) exceeds the accepted quantity on the receiver.
RULE_R950	Voucher Quantity greater than Assoc. Receipt Qty.	The quantity on the voucher line exceeds the remaining unmatched quantity on the associated receipt(s).
RULE_R951	Voucher Quantity greater than Assoc. Receipt Qty.	The quantity on the voucher line exceeds the remaining unmatched quantity on the associated receipt(s) (non-PO Receipt).
RULE_R960	Invoiced Line Qty <> Sum of Assoc. Receipt Qty.	Voucher line invoiced total quantity is not equal to the sum of all receiver accepted quantities that are associated with this voucher line.

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Rule ID	Description	Long Description
RULE_V200	Life to Date Voucher Qty > PO Qty.	The total quantity vouchered (including previously matched vouchers) exceeds the quantity on the purchase order plus the allowed over-receiving quantity.
RULE_V250	Life to Date Voucher Qty > PO Qty.	The receiving percentage tolerance does not equal 0, and the total quantity vouchered (including previously matched vouchers) exceeds the quantity on the purchase order plus the allowed over-receiving quantity.
RULE_V300	Life to Date Voucher Amount > PO Amount.	The receiving tolerance is 0 and the total quantity vouchered (including previously matched vouchers) exceeds the quantity on the purchase order. An exception is not generated for an amount-only purchase order or non-purchase order receipt.
RULE_V400	Life to Date > Sched Amt + % ext tol.	The extended price percentage tolerance is not 0, and the total amount vouchered (including amounts on previously matched vouchers) exceeds the purchase order amount (calculated using extended price percentage tolerance).
RULE_V500	Life to Date > Sched Amt + ext amt tol.	The extended price tolerance is not 0, and the total amount vouchered (including amounts on previously matched vouchers) exceeds the purchase order amount (calculated using extended price tolerance).

Merchandise Match Rules

Merchandise match rules verify that the organization receives the goods or services and that the price matches the price on the purchase order.

This table describes the merchandise match rules delivered with the system:

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Rule ID	Description	Long Description
200	Merch amt = PO merch amt with rule amt tol.	Compare the total voucher merchandise amount (gross amount less miscellaneous charges and tax) to the total merchandise amount on the POs less any previously matched amounts. Include amount tolerances from the rule, if any, when comparing the amounts.
210	Merch amount = PO merch amt with rule % tol.	Compare the total voucher merchandise amount (gross amount less miscellaneous charges and tax) to the total merchandise amount on the POs less any previously matched amounts. Include percent tolerance from the rule.
220	Merch amount = recv merch amt with rule amt tol.	Compare the total voucher merchandise amount (gross amount less miscellaneous charges and tax) to the total merchandise amount on the receipts less any previously matched amounts. Include amount tolerances from the rule, if any, when comparing the amounts.
221	Merch amt = non PO recv merch amt w rule amt tol.	For non PO receipts, compare the total voucher merchandise amount (gross amount less miscellaneous charges and tax) to the total merchandise amount on the non PO receipts less any previously matched amounts. Include amount tolerances from the rule, if any, when comparing the amounts.
230	Merch amount = recv merch amt with rule % tol.	Compare the total voucher merchandise amount (gross amount less miscellaneous charges and tax) to the total merchandise amount on the receipts less any previously matched amounts. Include percent tolerances from the rule, if any, when comparing the amounts.

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Rule ID	Description	Long Description
231	Merch amt = non PO recv merch amt w rule % tol.	For non PO receipts, compare the total voucher merchandise amount (gross amount less miscellaneous charges and tax) to the total merchandise amount on the non PO receipts less any previously matched amounts. Include percent tolerances from the rule, if any, when comparing the amounts.
240	Merch amount not = PO merch amt with rule amt tol.	Compare the total voucher merchandise amount (gross amount less miscellaneous charges and tax) to the total merchandise amount on the POs. Include amount tolerance from the rule and create an exception when the difference exceeds the tolerance.
250	Line amount not = PO line amt with PO amt tol.	Compare the voucher line amount to the PO line schedule amount less any previously matched amounts. Include amount tolerances from the PO, if any, when comparing the amounts.
260	Line amount not = PO line amt with PO % tol.	Compare the voucher line amount to the PO line schedule amount less any previously matched amounts. Include percent tolerances from the PO, if any, when comparing the amounts.
270	Line amount not = recv line amt with PO amt tol.	Compare the voucher line amount to the receipt line amount less any previously matched amounts. Include amount tolerances from the PO, if any, when comparing the amounts.
280	Line amount not = recv line amt with PO % tol.	Compare the voucher line amount to the receipt line amount less any previously matched amounts. Include percent tolerances from the PO, if any, when comparing the amounts.
290	Line amount not = PO line amt with rule amt tol.	Compare the voucher line amount to the PO line schedule amount less any previously matched amounts. Include amount tolerances from the rule, if any, when comparing the amounts.

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Rule ID	Description	Long Description
300	Line amount not = PO line amt with rule % tol.	Compare the voucher line amount to the PO line schedule amount less any previously matched amounts. Include amount tolerances from the rule, if any, when comparing the amounts.
310	Line amount not = recv line amt with rule amt tol.	Compare the voucher line amount to the receipt line amount less any previously matched amounts. Include amount tolerances from the rule, if any, when comparing the amounts.
311	Line amt not = non PO recv line amt w rule amt tol.	For non PO receipts, compare the voucher line amount to the non PO receipt line amount less any previously matched amounts. Include amount tolerances from the rule, if any, when comparing the amounts.
320	Line amount not = recv line amt with rule % tol.	Compare the voucher line amount to the receipt line amount less any previously matched amounts. Include percent tolerances from the rule, if any, when comparing the amounts.
321	Line amt not = non PO rec line amt with rule % tol.	For non PO receipts, compare the voucher line amount to the non PO receipt line amount less any previously matched amounts. Include percent tolerances from the rule, if any, when comparing the amounts.
330	LTD vchr qty greater than PO qty with receipt tol.	Current voucher quantity plus previously matched voucher quantities, if any, greater than PO line schedule quantity. Include quantity received percent over, if any, from the PO when comparing the values.
335	LTD vchr qty greater than PO qty with receipt tol.	Current voucher quantity plus previously matched voucher quantities, if any, greater than PO line schedule quantity. Include quantity received percent over, if any, from the PO when comparing the values.

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Rule ID	Description	Long Description
340	LTD vchr amt greater than PO amt with PO amt tol.	Current voucher line amount plus previously matched voucher line amounts, if any, greater than PO line schedule amount. Include amount tolerances from the PO, if any, when comparing the values.
350	LTD vchr amt greater than PO amt with PO % tol.	Current voucher line amount plus previously matched voucher line amounts, if any, greater than PO line schedule amount. Include percent tolerances from the PO, if any, when comparing the values.
380	LTD vchr amt greater than PO amt with rule amt tol.	Current voucher line amount plus previously matched voucher line amounts, if any, greater than PO line schedule amount. Include amount tolerances from the rule, if any, when comparing the values.
390	LTD vchr amt greater than PO amt with rule % tol.	Current voucher line amount plus previously matched voucher line amounts, if any, greater than PO line schedule amount. Include percent tolerances from the rule, if any, when comparing the values.
450	LTD vchr amt greater than recv amt.	Current voucher line amount plus previously matched voucher line amounts, if any, greater than receipt line amount.
470	Line price not = PO price with PO price amt tol.	Compare voucher price with PO price. Include price amount tolerances, if any, from the PO when comparing the values.
480	Line price not = PO price with PO price % tol.	Compare voucher price with PO price. Include price percent tolerances, if any, from the PO when comparing the values.
490	Line price not = PO price + rule amt tol.	Compare voucher price with PO price. Include price amount tolerances, if any, from the rule when comparing the values.
500	Line price not = PO price with rule % tol.	Compare voucher price with PO price. Include price percent tolerances, if any, from the rule when comparing the values.
510	Line price not = receipt price with rule amt tol.	Compare voucher price with receipt price. Include price amount tolerances, if any, from the rule when comparing the values.

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Rule ID	Description	Long Description
520	Line price not = receipt price with rule % tol.	Compare voucher price with receipt price. Include price percent tolerances, if any, from the rule when comparing the values.
550	Line qty not = PO line qty with PO received % tol.	Compare voucher quantity with PO line schedule quantity. Include quantity received percent over, if any, from the PO when comparing the values.
580	Line qty not = recv qty with PO received % tol.	Compare voucher quantity with receipt line quantity. Include quantity received percent over, if any, from the PO when comparing the values.

Nonmerchandise Match Rules

Nonmerchandise match rules verify nonmerchandise data, such as freight, on the purchase order.

> **Note**
>
> The system assumes that for Match Rule ID 700, Freight not Allowed but Included on Voucher, the freight terms are configured and used properly on the purchase order.

This table describes the nonmerchandise match rules delivered with the system:

Rule ID	Description	Long Description
700	Freight not allowed.	PO freight terms = paid by seller but voucher includes freight cost.
710	Supplier's Financial Sanctions Status.	Check whether Supplier is on a Financial Sanctions Listing.

Data Accuracy Match Rules

Data accuracy match rules verify data entry accuracy. These match rules include comparisons on supplier IDs and item IDs.

This table describes the data accuracy match rules delivered with the system:

Rule ID	Description	Long Description
100	No Receipts Found.	No available receipts (not matched, not on hold, and not canceled) were found for the purchase order specified on the voucher line.

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Rule ID	Description	Long Description
120	Pay terms not = PO pay terms.	The payment terms code on the purchase order does not equal the payment terms code on the voucher.
130	Supplier/Loc not = PO Supplier/ Loc.	The supplier or supplier location on the purchase order does not equal the supplier or supplier location on the voucher.
140	Voucher item not = PO item.	The item on the voucher line does not equal the item on the purchase order line.
150	Inspection required but not completed.	The item ordered requires inspection but inspection has not been completed.
160	Supplier/Loc not = Receiver Supplier/Loc.	The supplier or supplier location the voucher does not equal the supplier or supplier location on the receipt.
170	Voucher item not = receiver item.	The item on the voucher line does not equal the item on the receiver line.

Organization Limits and Global Tolerances Match Rules

The organization limits match rules applies tolerances to successfully match exceptions.

> **Note**
>
> To successfully match vouchers based on organization limits, match rules 800, 810, or 811 should follow system rules in the rule order of the match rule control.

This table describes the organization limits and global tolerances match rules delivered with the system:

Rule ID	Description	Long Description
800	Small dollar purchase; match automatically.	For small amount purchases, automatically match the voucher.
810	Cost exception less than minimum rule tol.	Ignore exceptions when the exception amount is less than the cost of processing the exception.
811	Cost exception less than min rule tol non PO recv.	For non PO receipts, ignore exceptions when the exception amount is less than the cost of processing the exception.

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Rule ID	Description	Long Description
820	Global Amount Tolerance.	Match when voucher line amount greater than or equal to PO line amount - rule under amount and less than or equal to PO line amount + rule over amount.
830	Global Percent Tolerance.	Match when voucher line amount greater than or equal to PO line amount - rule under % and less than or equal to PO line amount + rule over %.

Related Topics

- PeopleSoft Source to Settle Common Information: Rule Definition Page

Delivered Match Rule Controls

PeopleSoft delivers different match controls to handle your organization's requirements. You can create new match rule controls or modify delivered match rule controls.

Standard Match Rule Control

PeopleSoft delivers a standard match rule control that are similar to the match rule control delivered in previous releases.

This table describes the standard match rule control delivered with the system:

Rule Order	Match Rule ID	Description	If Rule is True Take Action	Continue to Next Rule
1	RULE_S100	Invalid Match Control ID	Exception	Continue If False
2	RULE_S110	Credit Adjustment Quantity > PO Matched Quantity	Exception	Continue If False
3	RULE_S111	Credit Adjustment Amount > PO Matched Amount	Exception	Continue If False
4	RULE_S120	Credit Adjustment Quantity > Receiver Match Qty	Exception	Continue If False
5	RULE_S121	Credit Adjustment Amount > Receiver Match Amount	Exception	Continue If False
6	RULE_S122	Credit Adjustment Quantity > Receiver Match Qty	Exception	Continue If False

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Rule Order	Match Rule ID	Description	If Rule is True Take Action	Continue to Next Rule
7	RULE_S123	Credit Adjustment Amount > Receiver Match Amount	Exception	Continue If False
8	RULE_S200	Invalid PO ID exists not set for match	Exception	Continue If False
9	RULE_S201	Invalid Receiver exists but not set for matching	Exception	Continue If False
10	RULE_S210	Invalid PO Status	Exception	Continue If False
11	RULE_S300	Invalid UOM conversion for PO	Exception	Continue If False
12	RULE_S400	Invalid currency exchange rate for PO	Exception	Continue If False
13	RULE_S500	Invalid UOM conversion for Receipt	Exception	Continue If False
14	RULE_S600	Invalid currency exchange rate for Receipt	Exception	Continue If False
15	RULE_S700	Invalid Global exchange rate conversion error	Exception	Continue If False
16	710	Supplier's Financial Sanctions Status	Exception	Continue If False
17	RULE_E100	Extended Price Tolerance	Exception	Always Continue
18	RULE_E200	Extended Price % Tolerance	Exception	Always Continue
19	RULE_E250	Voucher Ext Amt <> PO Ext Amt (No Tolerances)	Exception	Always Continue
20	RULE_H100	Voucher Pay Terms <> PO Pay Terms	Exception	Always Continue
21	RULE_H200	Voucher Supplier/Loc <> PO Supplier/Loc	Exception	Always Continue
22	RULE_H400	Voucher Supplier/Loc <> Receiver Supplier/Loc	Exception	Always Continue
23	RULE_I100	Inspection Required but not Complete	Exception	Always Continue
24	RULE_L100	Voucher item <> PO item	Exception	Always Continue

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Rule Order	Match Rule ID	Description	If Rule is True Take Action	Continue to Next Rule
25	RULE_L200	Voucher item <> Receiver item	Exception	Always Continue
26	RULE_P100	Voucher Unit Price <> PO Unit Price (No tolerance)	Exception	Always Continue
27	RULE_P400	Voucher Unit Price <> PO Unit Price + % Unit Tol	Exception	Always Continue
28	RULE_P500	Voucher Unit Price <> PO Unit Price + Unit Tol	Exception	Always Continue
29	RULE_R500	No receipts found	Exception	Always Continue
30	RULE_R600	No receipt found, but unmatched ones exist	Exception	Always Continue
31	RULE_R650	Voucher line amt > Sum of received amount	Exception	Always Continue
32	RULE_R651	Voucher line amt > Sum of received amount	Exception	Always Continue
33	RULE_R900	Total voucher received quantity > Accepted Qty	Exception	Always Continue
34	RULE_R901	Total voucher received quantity > Accepted Qty	Exception	Always Continue
35	RULE_R950	Voucher Quantity greater than Assoc. Receipt Qty	Exception	Always Continue
36	RULE_R951	Voucher Quantity greater than Assoc. Receipt Qty (non PO receipt)	Exception	Always Continue
37	RULE_V200	Life to Date Voucher Qty > PO Qty	Exception	Always Continue
38	RULE_V300	Life to Date Voucher Amount > PO Amount	Exception	Always Continue
39	RULE_V400	Life to Date > Sched Amt + % ext tol	Exception	Always Continue
40	RULE_V500	Life to Date > Sched Amt + ext amt tol	Exception	Always Continue

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Basic Match Rule Control

Enable merchandise matching using the minimum number of match rules with the basic match rule control. Match rule IDs 250 and 260 allow for non-receipt required matching. Delete these match rules if you require all purchase orders to be received.

This table describes the basic match rule control delivered with the system:

Rule Order	Match Rule ID	Description	If Rule is True Take Action	Continue to Next Rule
1	RULE_S100	Invalid Match Control ID	Exception	Continue If False
2	RULE_S110	Credit Adjustment Quantity > PO Matched Quantity	Exception	Continue If False
3	RULE_S111	Credit Adjustment Amount > PO Matched Amount	Exception	Continue If False
4	RULE_S120	Credit Adjustment Quantity > Receiver Match Qty	Exception	Continue If False
5	RULE_S121	Credit Adjustment Amount > Receiver Match Amount	Exception	Continue If False
6	RULE_S122	Credit Adjustment Quantity > Receiver Match Qty	Exception	Continue If False
7	RULE_S123	Credit Adjustment Amount > Receiver Match Amount	Exception	Continue If False
8	RULE_S200	Invalid PO ID exists not set for match	Exception	Continue If False
9	RULE_S201	Invalid Receiver exists but not set for matching	Exception	Continue If False
10	RULE_S210	Invalid PO Status	Exception	Continue If False
11	RULE_S300	Invalid UOM conversion for PO	Exception	Continue If False
12	RULE_S400	Invalid currency exchange rate for PO	Exception	Continue If False
13	RULE_S500	Invalid UOM conversion for Receipt	Exception	Continue If False
14	RULE_S600	Invalid currency exchange rate for Receipt	Exception	Continue If False

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Rule Order	Match Rule ID	Description	If Rule is True Take Action	Continue to Next Rule
15	RULE_S700	Invalid Global exchange rate conversion error	Exception	Continue If False
16	710	Supplier's Financial Sanctions Status	Exception	Continue If False
17	100	No receipts found	Exception	Continue If False
18	250	Line amount not = PO line amt with PO amt tol	Exception	Continue If False
19	260	Line amount not = PO line amt with PO % tol	Exception	Continue If False
20	270	Line amount not = recv line amt with PO amt tol	Exception	Continue If False
21	280	Line amount not = recv line amt with PO % tol	Exception	Continue If False
22	340	LTD vchr amt greater than PO amt with PO amt tol	Exception	Continue If False
23	350	LTD vchr amt greater than PO amt with PO % tol	Exception	Continue If False

Standard Match Rules Using Rules Tolerances Match Rule Control

PeopleSoft delivers a complete match rule control that includes all match rules using tolerances from the match rules.

This table describes the standard match rules using rules tolerances match rule control delivered with the system:

Rule Order	Match Rule ID	Description	If Rule is True Take Action	Continue to Next Rule
1	RULE_S100	Invalid Match Control ID	Exception	Continue If False
2	RULE_S110	Credit Adjustment Quantity > PO Matched Quantity	Exception	Continue If False
3	RULE_S111	Credit Adjustment Amount > PO Matched Amount	Exception	Continue If False
4	RULE_S120	Credit Adjustment Quantity > Receiver Match Qty	Exception	Continue If False

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Rule Order	Match Rule ID	Description	If Rule is True Take Action	Continue to Next Rule
5	RULE_S121	Credit Adjustment Amount > Receiver Match Amount	Exception	Continue If False
6	RULE_S122	Credit Adjustment Quantity > Receiver Match Qty	Exception	Continue If False
7	RULE_S123	Credit Adjustment Amount > Receiver Match Amount	Exception	Continue If False
8	RULE_S200	Invalid PO ID exists not set for match	Exception	Continue If False
9	RULE_S201	Invalid Receiver exists but not set for matching	Exception	Continue If False
10	RULE_S210	Invalid PO Status	Exception	Continue If False
11	RULE_S300	Invalid UOM conversion for PO	Exception	Continue If False
12	RULE_S400	Invalid currency exchange rate for PO	Exception	Continue If False
13	RULE_S500	Invalid UOM conversion for Receipt	Exception	Continue If False
14	RULE_S600	Invalid currency exchange rate for Receipt	Exception	Continue If False
15	RULE_S700	Invalid Global exchange rate conversion error	Exception	Continue If False
16	710	Supplier's Financial Sanctions Status	Exception	Continue If False
17	100	No receipts found	Exception	Continue If False
18	120	Pay terms not = PO pay terms	Exception	Continue If False
19	130	Supplier/Loc not = PO Supplier/Loc	Exception	Continue If False
20	140	Voucher item not = PO item	Exception	Continue If False
21	150	Inspection required but not completed	Exception	Continue If False
22	160	Supplier/Loc not = Receiver Supplier/Loc	Exception	Continue If False

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Rule Order	Match Rule ID	Description	If Rule is True Take Action	Continue to Next Rule
23	170	Voucher item not = receiver item	Exception	Continue If False
24	200	Merch amt = PO merch amt with rule amt tol	Match	Continue If False
25	210	Merch amount = PO merch amt with rule % tol	Match	Continue If False
26	220	Merch amount = recv merch amt with rule amt tol	Match	Continue If False
27	230	Merch amount = recv merch amt with rule % tol	Match	Continue If False
28	240	Merch amount not = PO merch amt with rule amt tol	Exception	Always Continue
29	290	Line amount not = PO line amt with rule amt tol	Exception	Always Continue
30	300	Line amount not = PO line amt with rule % tol	Exception	Always Continue
31	310	Line amount not = recv line amt with rule amt tol	Exception	Always Continue
32	320	Line amount not = recv line amt with rule % tol	Exception	Always Continue
33	380	LTD vchr amt greater than PO amt with rule amt tol	Exception	Always Continue
34	390	LTD vchr amt grater than PO amt with rule % tol	Exception	Always Continue
35	450	LTD vchr amt greater than recv amt w rule amt tol	Exception	Always Continue
36	490	Line price not = PO price + rule amt tol	Exception	Always Continue
37	500	Line price not = PO price with rule % tol	Exception	Always Continue
38	580	Line qty not = recv qty with PO received % tol	Exception	Always Continue

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Rule Order	Match Rule ID	Description	If Rule is True Take Action	Continue to Next Rule
39	700	Freight not allowed	Exception	Always Continue

Standard Match Rules Using PO Tolerances Match Rule Control

PeopleSoft delivers a complete match rule control that includes all match rules using tolerances from POs.

This table describes the standard match rules using PO tolerances match rule control delivered with the system:

Rule Order	Match Rule ID	Description	If Rule is True Take Action	Continue to Next Rule
1	RULE_S100	Invalid Match Control ID	Exception	Continue If False
2	RULE_S110	Credit Adjustment Quantity > PO Matched Quantity	Exception	Continue If False
3	RULE_S111	Credit Adjustment Amount > PO Matched Amount	Exception	Continue If False
4	RULE_S120	Credit Adjustment Quantity > Receiver Match Qty	Exception	Continue If False
5	RULE_S121	Credit Adjustment Amount > Receiver Match Amount	Exception	Continue If False
6	RULE_S122	Credit Adjustment Quantity > Receiver Match Qty	Exception	Continue If False
7	RULE_S123	Credit Adjustment Amount > Receiver Match Amount	Exception	Continue If False
8	RULE_S200	Invalid PO ID exists not set for match	Exception	Continue If False
9	RULE_S201	Invalid Receiver exists but not set for matching	Exception	Continue If False
10	RULE_S210	Invalid PO Status	Exception	Continue If False
11	RULE_S300	Invalid UOM conversion for PO	Exception	Continue If False
12	RULE_S400	Invalid currency exchange rate for PO	Exception	Continue If False

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Rule Order	Match Rule ID	Description	If Rule is True Take Action	Continue to Next Rule
13	RULE_S500	Invalid UOM conversion for Receipt	Exception	Continue If False
14	RULE_S600	Invalid currency exchange rate for Receipt	Exception	Continue If False
15	RULE_S700	Invalid Global exchange rate conversion error	Exception	Continue If False
16	710	Supplier's Financial Sanctions Status	Exception	Continue If False
17	100	No receipts found	Exception	Continue If False
18	120	Pay terms not = PO pay terms	Exception	Continue If False
19	130	Supplier/Loc not = PO Supplier/Loc	Exception	Continue If False
20	140	Voucher item not = PO item	Exception	Continue If False
21	150	Inspection required but not completed	Exception	Continue If False
22	160	Supplier/Loc not = Receiver Supplier/Loc	Exception	Continue If False
23	170	Voucher item not = receiver item	Exception	Continue If False
24	200	Merch amt = PO merch amt with rule amt tol	Match	Continue If False
25	210	Merch amount = PO merch amt with rule % tol	Match	Continue If False
26	220	Merch amount = recv merch amt with rule amt tol	Match	Continue If False
27	230	Merch amount = recv merch amt with rule % tol	Match	Continue If False
28	240	Merch amount not = PO merch amt with rule amt tol	Exception	Always Continue
29	250	Line amount not = PO line amt with PO amt tol	Exception	Always Continue
30	260	Line amount not = PO line amt with PO % tol	Exception	Always Continue

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Rule Order	Match Rule ID	Description	If Rule is True Take Action	Continue to Next Rule
31	270	Line amount not = recv line amt with PO amt tol	Exception	Always Continue
32	280	Line amount not = recv line amt with PO % tol	Exception	Always Continue
33	330	LTD vchr qty greater than PO qty with receipt tol	Exception	Always Continue
34	340	LTD vchr amt greater than PO amt with PO amt tol	Exception	Always Continue
35	350	LTD vchr amt greater than PO amt with PO % tol	Exception	Always Continue
36	470	Line price not = PO price + PO price amt tol	Exception	Always Continue
37	480	Line price not = PO price with PO price % tol	Exception	Always Continue
38	510	Line price not = receipt price with rule amt tol	Exception	Always Continue
39	520	Line price not = receipt price with rule % tol	Exception	Always Continue
40	580	Line qty not = recv qty with PO received % tol	Exception	Always Continue
41	700	Freight not allowed	Exception	Always Continue

Debit Memo Match Rule Control

Use the debit memo match rule control to allow the system to create debit memo adjustment vouchers for match exceptions.

This table describes the debit memo match rule control delivered with the system:

Rule Order	Match Rule ID	Description	If Rule is True Take Action	Continue to Next Rule
1	RULE_S100	Invalid Match Control ID	Exception	Continue If False
2	RULE_S110	Credit Adjustment Quantity > PO Matched Quantity	Exception	Continue If False

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Rule Order	Match Rule ID	Description	If Rule is True Take Action	Continue to Next Rule
3	RULE_S111	Credit Adjustment Amount > PO Matched Amount	Exception	Continue If False
4	RULE_S120	Credit Adjustment Quantity > Receiver Match Qty	Exception	Continue If False
5	RULE_S121	Credit Adjustment Amount > Receiver Match Amount	Exception	Continue If False
6	RULE_S122	Credit Adjustment Quantity > Receiver Match Qty	Exception	Continue If False
7	RULE_S123	Credit Adjustment Amount > Receiver Match Amount	Exception	Continue If False
8	RULE_S200	Invalid PO ID exists not set for match	Exception	Continue If False
9	RULE_S201	Invalid Receiver exists but not set for matching	Exception	Continue If False
10	RULE_S210	Invalid PO Status	Exception	Continue If False
11	RULE_S300	Invalid UOM conversion for PO	Exception	Continue If False
12	RULE_S400	Invalid currency exchange rate for PO	Exception	Continue If False
13	RULE_S500	Invalid UOM conversion for Receipt	Exception	Continue If False
14	RULE_S600	Invalid currency exchange rate for Receipt	Exception	Continue If False
15	RULE_S700	Invalid Global exchange rate conversion error	Exception	Continue If False
16	710	Supplier's Financial Sanctions Status	Exception	Continue If False
17	100	No receipts found	Exception	Continue If False
18	490	Line price not = PO price + rule amt tol	Debit Memo	Always Continue
19	500	Line price not = PO price with rule % tol	Debit Memo	Always Continue

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Related Topics

- PeopleSoft Source to Settle Common Information: Match Rule Control Page

Matching Examples

The document association and matching examples provided here are based on the following assumptions:

- The delivered Standard document association group is used.
- The delivered Standard document association rules is used for all business units.
- The document source is the voucher and the association document is the receiver for document association examples.
- The delivered Basic match rule control is used unless otherwise specified.
- The voucher is created by copying from the purchase order (with no changes to the unit price or unit of measure).
- The purchase order, receiver, and voucher are in the same business unit.
- The received quantity and accepted quantity on the receiver are the same (unless otherwise noted).
- The Matching process is run for all business units.

Document Association Examples

This table represents various document association scenarios and associated receipt results. Scenarios are at the line summary level unless otherwise specified.

Scenario	Document Association Algorithm	Voucher	Receiver	Associated Receipt?
Voucher / Receiver	Sum Up To	Voucher 1 = 100	Receiver 1 = 100	Receiver 1: Yes
Voucher / Multiple Receivers	Sum Up To	Voucher 1 = 100	Receiver 1 = 70 Receiver 2 = 30	Receiver 1: Yes Receiver 2: Yes
Voucher / Receiver	Sum Up To	Voucher 1 = 100	Receiver 1 = 90	Receiver 1: Yes
Voucher / Receiver	Sum Up To	Voucher 1 = 100	Receiver 1 = 110	Receiver 1 = 100: Yes Receiver 1 = 10: No
Voucher / Receiver	Equal	Voucher 1 = 100	Receiver 1 = 100	Receiver 1: Yes
Voucher / Receiver	Equal	Voucher 1 = 100	Receiver 1 = 110	Receiver 1: No
Voucher / Receiver	Equal	Voucher 1 = 100	Receiver 1 = 90	Receiver 1: No
Voucher / Multiple Receivers	Equal	Voucher 1 = 100	Receiver 1 = 100 Receiver 2 = 100 Receiver 3 = 100	Receiver 1: Yes Receiver 2: No Receiver 3: No
Voucher / Multiple Receivers	Equal Sum	Voucher 1 = 100	Receiver 1 = 70 Receiver 2 = 30	Receiver 1: Yes Receiver 2: Yes

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Scenario	Document Association Algorithm	Voucher	Receiver	Associated Receipt?
Voucher / Multiple Receivers	Equal Sum	Voucher 1 = 100	Receiver 1 = 70 Receiver 2 = 40	Receiver 1: No Receiver 2: No
Voucher / Receiver	Equal Sum	Voucher 1 = 100	Receiver 1 = 100	Receiver 1: No Receiver 1 is associated using *Equal* algorithm.
Voucher / Receiver	Select All	Voucher 1 = 100	Receiver 1 = 1000	Receiver 1: Yes
Voucher / Multiple Receivers	Select All	Voucher 1 = 100	Receiver 1 = 70 Receiver 2 = 30 Receiver 3 = 90	Receiver 1 = Yes Receiver 2 = Yes Receiver 3 = Yes
Voucher / Receiver	Select All	Voucher 1 = 100	Receiver 1 = 10	Receiver 1: Yes
Voucher / Receiver	Select If One	Voucher 1 = 100	Receiver 1 = 100	Receiver 1: Yes
Voucher / Multiple Receivers	Select If One	Voucher 1 = 100	Receiver 1 = 50 Receiver 2 = 50	Receiver 1: No Receiver 2: No

Matching Examples

This table represents various matching scenarios and expected results. Scenarios are at the line summary level unless otherwise specified.

Scenario	Data	Document Association Results	Matching - Expected Results
Purchase Order / Voucher	• PO quantity = 1000. • No receiver required on PO line. • Voucher quantity = 1000.	Purchase order and voucher associated. Tables updated.	Purchase order and voucher matched after all match rules applied.
Purchase Order / Receiver / Multiple Vouchers	• PO quantity = 1000. • Receiver quantity = 1000. • Voucher 1 quantity = 500. • Voucher 2 quantity = 500.	No association performed. No tables updated.	Exception created for match rule 100 - no receipts found. No further match rules are applied. Solution: Manually associate receiver to the vouchers.
Purchase Order / Multiple Receivers / Voucher	• PO quantity = 1000. • Receiver 1 quantity = 300. • Receiver 2 quantity = 100. • Voucher quantity = 400.	Purchase order is partially associated. Voucher and both receivers associated. Tables updated.	Purchase order is partially matched and voucher and receivers are fully matched after all match rules applied.

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Scenario	Data	Document Association Results	Matching - Expected Results
Purchase Order / Voucher	• PO amount = 100. PO matching tolerance is 10%. • No receiver required on PO line. • Voucher amount = 120.	Purchase order and voucher associated. Tables updated.	Exception created for match rule 260 - line amount not = PO line amount with PO % tolerance. No further match rules are applied.
Purchase Order / Multiple Receivers / Multiple Vouchers	• PO amount = 1000. • Receiver 1 amount = 800. • Receiver 2 amount = 200. • Voucher 1 amount = 800. • Voucher 2 amount = 220. • Match rule tolerance amount is 10.	Purchase order and Receiver 1 associated to Voucher 1. No purchase order and receiver association for Voucher 2. Tables updated.	Purchase order is partially matched. Voucher 1 and Receiver 1 are fully matched after all match rules applied. Exception created for Voucher 2 for match rule 100 - no receipts found. No further match rules are applied.
Purchase Order / Receiver / Voucher (header summary level)	• The delivered Standard Match Rules Using Rules Tolerance match rule control is used. • PO merchandise amount = 2000. • Receiver amount = 2000. • Voucher merchandise amount = 1900.	No association performed. No tables updated.	Exception created for match rule 100 - no receipts found. No further match rules are applied.
Purchase Order / Voucher (header summary level)	• The delivered Standard Match Rules Using Rules Tolerance match rule control is used. • PO merchandise amount = 2000. • No receiver required. • Voucher merchandise amount =1900. • Match rule tolerance is 10%.	Purchase order and voucher associated. Tables updated.	Purchase order and voucher matched after applying match rule 210 - merchandise amount = PO merchandise amount with rule % tolerance. No further match rules are applied.

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Using the Application Data Sets for Matching Rule Control in PeopleSoft Payables

PeopleSoft uses Matching Rule Control data to run the Matching process, which compares vouchers with purchase orders and receiving documents. As there are several changes involved, it is advantageous to make changes to the Matching Rule Control data in a development database and use Application Data Set (ADS) definitions to migrate this data between development environments, test environments, and ultimately to a production environment.

Delivered ADS to Support PeopleSoft Allocations	Application Data Set (ADS) Usage
AP_MATCH_RULE_CONTROL AP_MATCH_RULES AP_MATCH_RULE_TYPE FS_PSSQLDEFN	This data set includes all the records for Matching Rule Control. Select this data set on the Application Data Sets-Project Definition page to move Matching Rule Control data from one database to another.

All relevant records are delivered in the Query Access Tree (QUERY_TREE_AP) within the AP TABLES access group (PeopleTools, Security, Query Security, Query Access Manager).

PeopleSoft delivers an ADS Administrator permission list. For access, the AP TABLES access group should be included on the Data Migration page within the Access Group Permissions and access is given on the Copy Compare Permissions.

PeopleTools: Security Administration.

Related Topics

- Understanding the Matching Process
  Use the Matching process to compare vouchers with purchase orders and receiving documents. That way, you can ensure that you pay for only the goods and services that you order and receive. To run the Matching process, you must have installed PeopleSoft Payables and PeopleSoft Purchasing. The system automatically performs the required matching based on the document characteristics. Users simply select a match rule control ID; the system handles all of the comparison. Use the matching exceptions workflow, provided with PeopleSoft Payables, to route match exceptions to specified users. PeopleSoft eSettlements also uses the Matching process to compare invoices with purchase orders and receipts.

Prerequisites

To run the Matching process, you must have installed PeopleSoft Payables and PeopleSoft Purchasing and you must complete the following setup:

1. View and define new match rule types if necessary on the Match Rule Type page.

   Use workflow user lists to specify the routing recipients of any exceptions.

   Indicate that the match rule type allows debit memo creation to have the system automatically create debit memo adjustment vouchers for match exceptions.

2. View, clone, and create new match rules on the Match Rules component (AP_MTCH_RULES).

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Override the workflow user lists defined at the match rule type level for individual match rules.

Specify amount or percent tolerances at the match rule control level.

3. View and define new match rule controls if necessary on the Match Rule Control page.

   Each match rule control has the applicable match rules for the supplier or PeopleSoft Purchasing business unit.

   Specify amount or percent tolerances for individual match rules. These tolerances appear by default on the purchase order line, and the Matching process uses them. You can also include matching tolerances in the SQL statement at the match rule level, or define matching tolerances at the purchase order level.

4. View and add document association criteria on the Document Association Rules page.

   The rules determine how the system associates receivers with purchase orders and vouchers.

   Specify that the document association criteria applies to amount only purchase orders.

5. View and modify the document association group on the Document Association Group page.

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

7. Establish the matching options, document association rules, and enable posting of unmatched vouchers for a business unit on the Payables Definition component (BUS_UNIT_TBL_AP).

8. (Optional) Override the match delay days defined at the PeopleSoft Payables business unit level on the Voucher Origin - Vouchering Options 1 page or the Group Information - Vouchering Options page.

9. Specify matching options and enable the Matching process on the Matching/Approval Options collapsible region on the Supplier Information - Payables Options page.

   If applicable, you can also use this page to enable receipt-only matching for the supplier location.

   Override the match delay days defined at the PeopleSoft Payables business unit level, the voucher origin level, or the group level.

10. (Optional) Specify debit memo options for supplier locations on the Debit Memo Options collapsible region on the Supplier Information - Payables Options page.

11. (Optional) Define price and receiving tolerances at the purchase order level on the Item Categories component and the Purchasing Attributes component.

    You can do this by item or by item category.

12. (Optional) Configure Integration Broker for the AP_VCHR_MESSAGE_OUT EIP (enterprise integration point).

    Use the AP_VCHR_MESSAGE_OUT EIP to publish debit memo and voucher information to a predefined site where the suppliers can access the information. The web server and the application server should be configured for setting up the Integration Gateway. Also, the application server should be configured to have the Pub/Sub servers established before bringing up the application server.

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> **Note**
>
> In addition to delivering the AP_VCHR_MESSAGE_OUT EIP as an application message, PeopleSoft also delivers it as a web service (VoucherOut). Enabling web services is discussed in the *PeopleTools: Integration Broker.*

Related Topics

- Payables Definition - Matching Page
  Use the Payables Definition - Matching page (BUS_UNIT_TBL_AP4) to specify the matching options for the business unit.
- Payables Definition - Definition Page
  Use the Business Unit ID Numbers page (BU_ID_NBRS_AP_SEC) to specify ID numbers to associate with the business unit.
- Invoice Information Page
  Use the Invoice Information page (VCHR_EXPRESS1) to enter or view invoice information, including invoice header information, nonmerchandise charges, and voucher line and distribution information.

Initiating the Matching Application Engine Process

This topic provides an overview of the matching engine.

Pages Used to Initiate the Matching Process

Page Name	Definition Name	Usage
Match Request Page	MTCH_RUN_CNTRL	Define the run control for the Matching Application Engine process (AP_MATCH).
Messages Page	AP_MESSAGE_LOG	View messages generated during the Matching process. The Message Log page displays messages by process instance. See Match Request Page
Invoice Information Page	VCHR_EXPRESS1	Enter voucher information.
Match Workbench (To Be Matched selection) Page	AP_MTCH_WB	View a list of vouchers and match information, according to specified search criteria. You can override exceptions, correct errors, create debit memos, put vouchers on a match hold, initiate the Matching process, undo matched vouchers, and send notifications.

Understanding the Matching Engine

The Matching process runs through various steps. These steps are part of the Matching engine and include:

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- Match run control.
- Document association module.
- Rule application processor.
- Status update validation.
- Final update maintenance engine.
- Notification and routing.

These steps are discussed in detail in the sections that follow.

Match Run Control

The first step in the Matching process is the match run control. The match run control uses the criteria defined on the Match Request page, on the Match Workbench, or on the Voucher component, to select vouchers. The match run control:

1. Selects vouchers based on the selection parameters specified by the user.
2. Populates the voucher match table (AP_MTVCHR_T) with all eligible vouchers selected for the Matching process.

Document Association Module

The next step in the Matching process is the document association module. When the Matching process runs, the document association module finds receipts automatically for vouchers that have a purchase order reference. The document association module uses the criteria you define on the Document Association page to associate receivers to voucher lines. In addition to defining document association rules to handle exact matches, you can define rules to handle non exact match and amount only purchase order scenarios.

The document association module steps are included in the AP_DAM Application Engine library which is called from the Matching process. The AP_DAM library calls the AP_DAM_ALG library which contains all of the necessary steps for algorithms that are specified on the document association rule.

Prior to associating documents, the system deletes records from the following tables: AP_MTCH_EXCPTN, VCHR_MTCH_DETLS, AP_VCHR_LN_SUM, AP_VCHR_HDR_SUM, TSE_VCHRLN_FLD, TSE_VCHR, and VCHR_RECV_MTCH.

> **Note**
>
> The system deletes the records from the VCHR_RECV_MTCH table only if they were associated earlier by the document association process. If you manually associated the receipts, the system does not delete those records.

Document association is comprised of three major functions:

1. Association preprocessing populates the voucher, purchase order, and receiver match temporary tables (AP_DAMVLINE_T, AP_DAMPOLN_T, and AP_DAMRCVLN_T).
2. Unit of measure and currency conversion logic converts voucher data to the purchase order unit of measure and currency or to the receiver unit of measure and currency for non purchase order receipts.

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> **Note**
>
> These steps are contained in the AP_MTCHCOM library since unit of measure and currency conversions are common activities.

3. Document association rules logic associates the voucher, purchase order, and receiver lines and populates header and line level summary tables (AP_VCHR_HDR_SUM and AP_VCHR_LN_SUM) and the voucher match details table (VCHR_MTCH_DETLS).

Once the system finds an association the process is complete. If the document association functionality does not associate a receipt with a voucher line, you can use the Voucher component to manually associate the receipt with the voucher line by:

- Using the Copy from a Source Document option on the Invoice Information page to copy a PO receipt or a non PO receipt.
- Manually associating individual receivers with the voucher line by using the Associate Receivers page.

Rule Application Processor

Following the document association module step in the Matching process is the rule application processor. During the rule application processor step, the Matching process determines if the voucher lines and their associated purchase orders and receivers satisfy all the match conditions.

The rule application processor steps are included in the AP_MATCH_RAP Application Engine library which is called from the Matching process.

Prior to applying match rules, the system populates header summary and line summary temporary tables (AP_VCHRHSUM_T and AP_VCHRLSUM_T). These temporary tables contain the copy of all vouchers selected in the current match run control.

The rule application processor:

1. Determines the match rule level.

   If the match rule level is at the header summary level, the system inserts all the records from the AP_VCHRHSUM_T table into the AP_MTHSUM_T table for the condition specified on the match rule.

   If the rule is at the line summary level, the system inserts all the records from the AP_VCHRLSUM_T table into the AP_MTLSUM_T table for the condition specified on the match rule.

2. Determines the action applicable to the match rule.

   If the action is *Debit Memo,* the system sets DBMEMO_FLAG to *Y,* and either DMEMO_CAT_PRICE to *Y,* or DMEMO_CAT_QTY to *Y* on the AP_VCHRLSUM_T table.

   If the action is *Exception,* the system sets EXCEPTION_FLAG to *Y* on the AP_VCHRHSUM_T table or the AP_VCHRLSUM_T table depending on the level of the match rule. The system retrieves the necessary fields based on the fields that are specified on the Match Rules - Workbench page for the Match Workbench and populates the AP_MTCH_EXCPTN table.

Status Update Validation

Following the rule application processor is the status update validation step. The status update validation step determines the match action applicable to the voucher line.

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The status update validation steps are also included in the AP_MATCH_RAP Application Engine library which is called from the Matching process.

Status update validation applies the final match action to the voucher line. Final match actions include *Debit Memo, Exception, Match, Override,* and *Warning.*

> **Note**
>
> If the action is *Debit Memo,* the Matching process determines if the supplier is set up for debit memo processing. If so, the system creates a debit memo adjustment voucher. If not, the system sets the debit memo flags to *N* and no debit memo adjustment voucher is created.

Final Update Maintenance Engine

After the status update validation step, the final update maintenance engine populates the appropriate voucher, purchase order, and receiver tables.

The final update maintenance engine steps are in the AP_MTCH_FUME Application Engine library which is called from the Matching process. The AP_MTCH_FUME library calls the AP_MTCH_DM library which contains all of the necessary steps to perform debit memo processing.

The final update maintenance engine:

1. Populates the voucher information in the voucher table (VOUCHER)
2. Populates the purchase order information in the PO line ship table (PO_LINE_SHIP) and the PO header table (PO_HDR).
3. Populates the receiver information in the receiver line ship table (RECV_LN_SHIP) and the receiver header table (RECV_HDR).
4. Populates the matching information in the receiver voucher match table (RECV_VCHR_MTCH), the receiver line ship match table (RECV_LN_SHP_MTH), the PO line match table (PO_LINE_MATCHED), and the PO line ship match table (PO_LINE_SHIP_MTCH).
5. Populates the debit memo information in the VCHR_HDR_STG, VCHR_LINE_STG, VCHR_DIST_STG, and VCHR_PYMT_STG staging tables.

Notification and Routing

As a final step, notification and routing use the workflow parameters defined at the match rule type and match rule levels to generate worklist entries and email notifications.

> **Note**
>
> You can also dispatch debit memo information to notify your suppliers that adjustments were made to their invoices. Dispatch debit memo information from the Dispatch Debit Memo page or the Voucher component.

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Match Request Page

Use the Match Request page (MTCH_RUN_CNTRL) to define the run control for the Matching Application Engine process (AP_MATCH).

Navigation:

Accounts Payable, and then **Batch Processes**, and then **Vouchers**, and then **Matching**, and then **Match Request**

Field or Control	Description
Match Workbench	Click to access the Match Workbench page to view voucher match information. You can override exceptions, correct errors, create debit memos, put vouchers on a match hold, initiate the Matching process, undo matched vouchers, and send notifications.
Match Action	Select a match action to run. Options include: *Matching:* Runs the Matching process and matching is performed. No email notification or workflow worklist items are created. *Workflow/Email Notify:* Runs the Matching process only to call the Matching Notification process. The Matching Notification process calls the Process Match Exceptions process if workflow worklist items exist. No matching is performed. *Matching & Workflow/Email:* Runs the Matching process and sends email notifications and creates worklist items. **Note:** The Matching Notification and Process Match Exceptions processes generate workflow notifications and worklist items based on the workflow parameters defined on the Match Rule Type and Match Rules - Workflow pages. You can also run these processes from the Match Workbench. **Important:** Match Action option will be hidden if *Enable Match Collaboration* has been selected at the Installation option level, you are using PeopleTools 8.58 or higher and Match Exceptions Collaboration Notifications has been installed. The existing Workflow worklist/email will not be supported and instead PeopleTools Notification framework will be used. For additional information, see Understanding Match Exception Collaboration Center
Options	Select the level at which the system runs the Matching process. Options are *All Business Units, Business Unit, Control Group, Origin,* and *Voucher*.

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Field or Control	Description
As of Date	Enter the date for which the Matching process includes data. The system selects vouchers with a match due date on or before the as of date. **Note:** If you enter an as of date, the Matching process uses that date until you manually change it. If you leave the **As of Date** field blank, the system uses the current date every time you run the Matching process, but the system does not actually populate the field.
Run Document Association Only	Click to run the document association subprocess only. **Note:** For improved efficiency, you should run the document association subprocess more frequently than the entire Matching process.

> **Note**
>
> Do not run more than one Matching process simultaneously unless the data is organized so that neither Matching process needs the other's purchase orders or receivers.

When you click **Run,** the matching processing option appears on the Process Scheduler Request page:

Field or Control	Description
AP_MATCH (accounts payable matching)	Select to run the Matching process and all associated subprocesses.

To access the Messages page, use the navigation: **Accounts Payable**, and then **Batch Processes**, and then **Vouchers**, and then **Matching**, and then **Match Request - Messages**

Related Topics

- Understanding the Matching Engine
  The Matching process runs through various steps. These steps are part of the Matching engine and include:
- Match Workbench (To Be Matched selection) Page
  Use the Match Workbench page (AP_MTCH_WB) to view a list of vouchers and match information, according to specified search criteria.
- Matching Workflow
  You can access match exceptions using the Match Workbench. You can also use workflow worklists and email notifications to route the match exceptions to the user or users specified on the Match Rules Type and Match Rules - Workflow pages.

Invoice Information Page

Use the Invoice Information page (VCHR_EXPRESS1) to enter voucher information.

Navigation:

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Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **Regular Entry**, and then **Invoice Information**

Run the Matching process as part of a real-time process group, using the **Action** field on the Invoice Information page.

Related Topics

- Invoice Information Page
  Use the Invoice Information page (VCHR_EXPRESS1) to enter or view invoice information, including invoice header information, nonmerchandise charges, and voucher line and distribution information.

Running the Matching Process from the Match Workbench

Use the Match Workbench page (AP_MTCH_WB) to view a list of vouchers and match information, according to specified search criteria.

You can override exceptions, correct errors, create debit memos, put vouchers on a match hold, initiate the Matching process, undo matched vouchers, and send notifications.

Navigation:

Accounts Payable, and then **Review Accounts Payable Info**, and then **Vouchers**, and then **Match Workbench**, and then **Match Workbench**

Run the Matching process real-time using the action fields on the Match Workbench page, the Match Exception Workbench Details page, and the Match Overridden Workbench Details page.

Related Topics

- Managing Matches and Match Exceptions
  These topics provide an overview of the Match Workbench and discuss how to:

Managing Matches and Match Exceptions

These topics provide an overview of the Match Workbench and discuss how to:

- Search for vouchers to be matched.
- Search for matched vouchers.
- Undo matched vouchers.
- Review matches.
- Review match exceptions.
- Review suppliers disputed vouchers and match history.

Pages Used to Manage Matching

Pages Used to Manage Matching.

Page Name	Definition Name	Usage
Match Workbench page	AP_MTCH_WB	View a list of vouchers and match information, according to specified search criteria.

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Page Name	Definition Name	Usage
Matched Vouchers page	AP_MTCH_WB_SUCCESS	View match information for associated vouchers, purchase orders, and receipts.
Match Exception Workbench Details page	AP_MTCH_WB_EXCPTN	View match information for associated vouchers, purchase orders, and receipts.
Match Overridden Workbench Details page	AP_MTCH_WB_OVRD	View match override information for associated vouchers, purchase orders, and receipts.
Supplier Match Metrics page	AP_VCHR_MATCH_INQ	Define run parameters for the Match Exceptions report (APY1090).
Match Exceptions Analysis page	AP_MTCH_EXP_SUMM	View the list of match exceptions.
Match Exceptions Mass Assignment page	AP_MECC_MASS_FL	View the list of vouchers that have match exceptions based on the search criteria entered.

Understanding the Match Workbench

The Match Workbench comprises of various associated pages that enable you to query match information, override exceptions, correct errors, create debit memos, put vouchers on a match hold, and initiate the Matching process on demand. Configure the Match Workbench according to your business requirements:

- Specify what match actions are allowed on the Match Workbench on the Match Rule Type page.
- Define the workbench details for each match rule on the Match Rules - Workbench page.
- Define the match rule processing order on the Match Rule Control page which is the order match rules are displayed on the Match Workbench.
- Create personalized search parameters that you can use to query match information.

Match Workbench Search Fields

You can create personalized search parameters from the fields in the following list:

- *Business Unit* (required)
- *Match Status* (required)
- *Buyer ID*
- *Approval Status*
- *Control Group ID*
- *Entered on*
- *Gross Invoice Amount*
- *Invoice Date*
- *Invoice Number*
- *Item ID*

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- *Item SetID*
- *Last User to Update*
- *Match Due Date*
- *Match Rule ID*
- *Match Type*
- *Origin*
- *Packing Slip Number*
- *Voucher ID*
- *PO Business Unit*
- *PO Number*
- *Receiving Business Unit*
- *Receipt Number*
- *Scheduled to Pay*
- *Supplier SetID*
- *Supplier ID*
- *Supplier Location*
- *Voucher Source*
- *Voucher Style*
- *User ID*
- *Financial Sanctions Status*

> **Note**
>
> Certain fields have other field dependencies. As an example, if you select *Supplier ID* the system warns you that *Supplier SetID* is a prerequisite field for *Supplier ID* and requires you to also select it.

Match Workbench (To Be Matched selection) Page

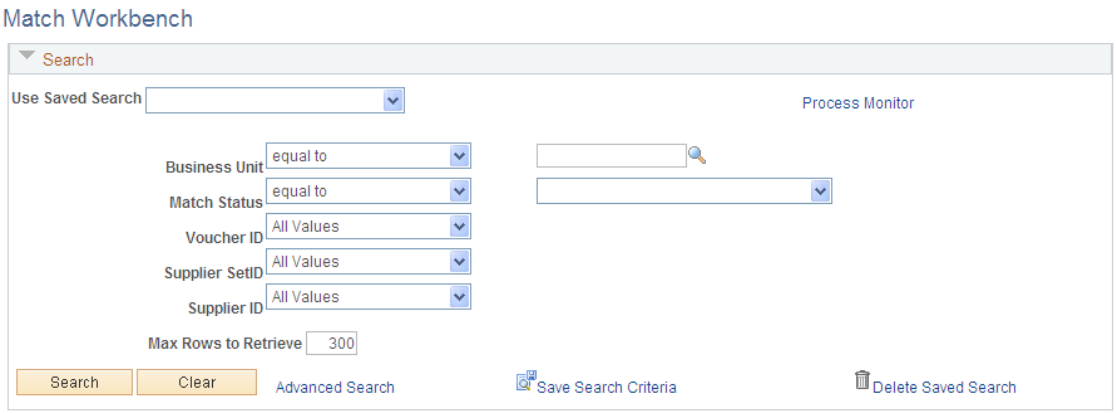
Use the Match Workbench page (AP_MTCH_WB) to view a list of vouchers and match information, according to specified search criteria.

Navigation:

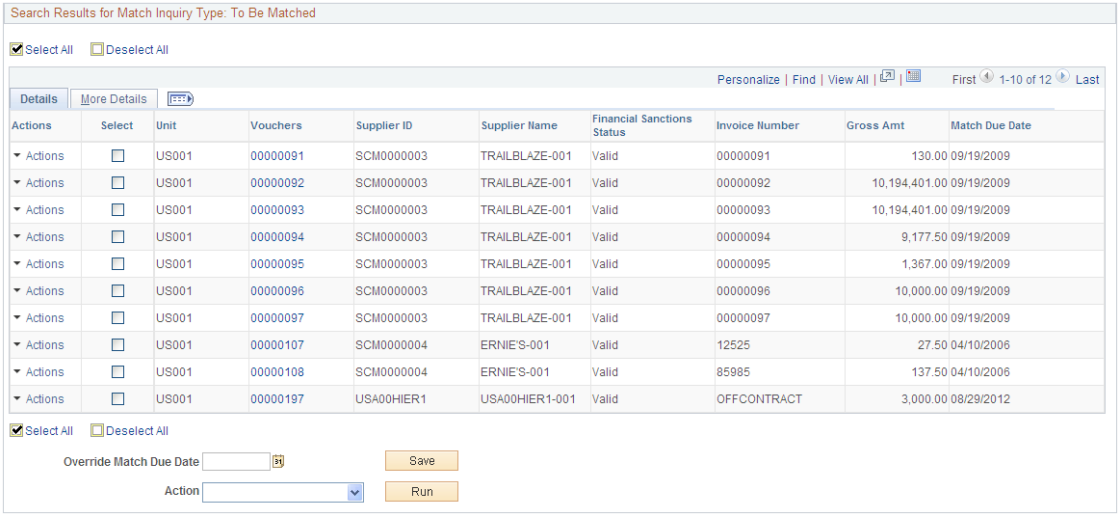
Accounts Payable, and then **Review Accounts Payable Info**, and then **Vouchers**, and then **Match Workbench.**

This example illustrates the fields and controls on the Match Workbench page - To Be Matched selection (1 of 2). You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the Match Workbench page - To Be Matched selection (2 of 2). You can find definitions for the fields and controls later on this page.



Field or Control	Description
Match Status	Select *To Be Matched* to include in the search results only vouchers that have not been matched.
Personalize Search	Click to access search fields that you can select for display on the Match Workbench page. Warnings appear if you select fields that have other field dependencies that have not been selected. You can save your search criteria and use it again by selecting it from the saved search list.

Enter search criteria for vouchers that you want to view.

Search Results

Displays voucher information for selected unmatched vouchers.

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> **Note**
>
> Security controls access to associated inquiry pages.

Field or Control	Description
Vouchers	Displays the voucher ID. Click the link to access the voucher using the Voucher component.
Supplier ID	Displays the supplier ID. Click the **View Related Links** button to access the Supplier Information page, the Conversations page, or the Contact page.
Financial Sanctions Status	Displays the financial sanctions status of the supplier. Financial sanctions statuses include *Blocked, Cleared, Review,* and *Valid.* See PeopleSoft Source to Settle Common Information: Understanding Financial Sanctions Validation.
Match Due Date	Displays the match due date for the voucher. If you click the **Select** check box, the **Match Due Date** field becomes available. Enter a date and click the **Save** button to override the match due date. Use this field to individually override match due dates. **Note:** Match delay days are only applicable to EDI, XML, Document imaging, Spreadsheet vouchers, Online, Quick and Self Service invoices. You usually receive electronic invoices prior to receiving items purchased. Using match delay days allow for this timing difference so receipt not found match exceptions are reduced. The system uses the entry date as the match due date for all other invoices.
Override Match Due Date	Enter a date to use as the **Match Due Date** for vouchers selected. The match due dates change accordingly when you save the Match Workbench page. Use this field to override several match due dates with the same date.
Action	Select the process to be run on-demand for vouchers selected. For vouchers to be matched, the option is *Matching.* When you click the **Run** button, the Matching process runs.

Match Workbench (Matched selection) Page

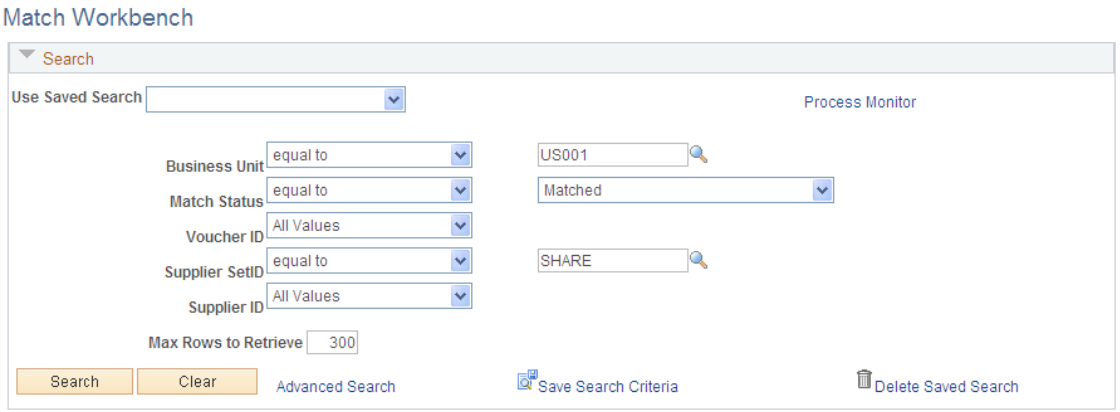
Use the Match Workbench page (AP_MTCH_WB) to view a list of vouchers and match information, according to specified search criteria.

Navigation:

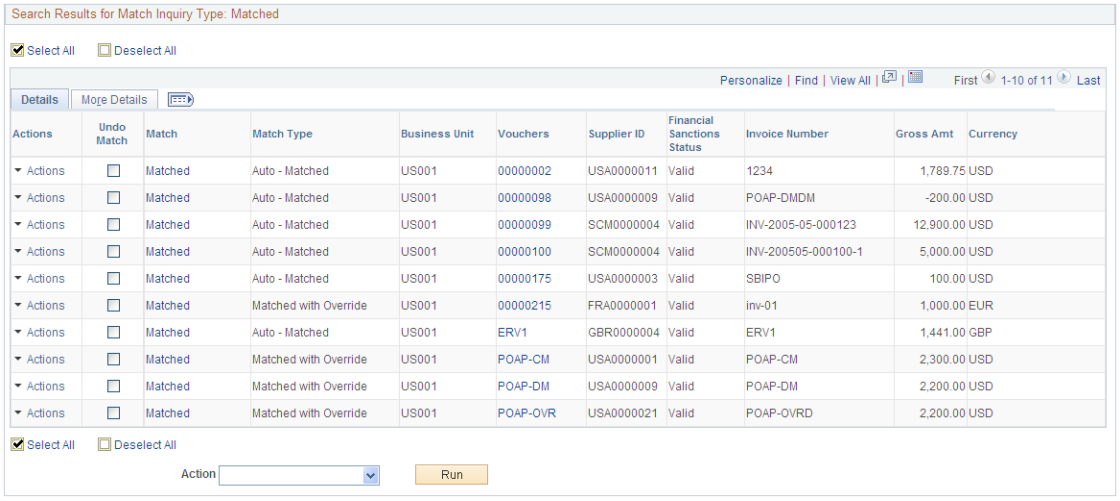
Accounts Payable, and then **Review Accounts Payable Info**, and then **Vouchers**, and then **Match Workbench**

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This example illustrates the fields and controls on the Match Workbench page - Matched selection (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 Match Workbench page - Matched selection (2 of 2). You can find definitions for the fields and controls later on this page.



Field or Control	Description
Match Status	Select a match status to include only vouchers with that status in the search results. Match statuses include *Manually Overridden, Match Dispute, Match Exceptions Exist, Matched, Overridden - Credit Note,* and *To Be Matched.* **Note:** The search results appear in different formats depending on the match status you select. See Match Workbench (To Be Matched selection) Page.

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Field or Control	Description
Personalize Search	Click to access search fields that you can select for display on the Match Workbench page. Warnings appear if you select fields that have other field dependencies that have not been selected. You can save your search criteria and use it again by selecting it from the saved search list.

Enter search criteria for vouchers that you want to view.

Search Results

Displays voucher information for selected vouchers that have gone through the Matching process.

> **Note**
>
> Security controls access to associated inquiry pages.

Field or Control	Description
Undo Match	Select the check box to mark the voucher to be unmatched. This option appears only when you select *Matched* in the **Match** field. When you select the check box to undo a matched voucher, the system verifies whether the voucher is available to be unmatched. If the voucher is not available to undo a match, an error message appears. Because the verification occurs when you select the check box, you may need to wait a few seconds before proceeding. Select the *Undo Matching* option in the **Action** field and click the **Run** button to initiate the Matching process to undo the match. Undoing a matched voucher resets all statuses on the voucher, receiver, and purchase order.
Select	Select the check box to mark the voucher for further processing. This option appears when you select *Manually Overridden, Match Dispute, Match Exceptions Exist,* and *Overridden - Credit Note.* Choose an option in the **Action** field to apply to the vouchers selected.

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Field or Control	Description
Match	Displays the match status of the voucher. Match statuses include: *Manually Overridden*: You manually assign this status on the Match Exception Workbench Details page to indicate that the match exception has been overridden. Click the *Manually Overridden* status link to access the Match Overridden Workbench Details page. *Match Dispute*: You manually assign the Match Dispute status to vouchers on the Match Exception Workbench Details page. No further match processing is done on these vouchers until you change the match status. Click the *Match Dispute* status link to access the Match Exception Workbench Details page. *Match Exceptions Exist*: Exceptions occurred when applying the match rules to the voucher. Click the *Match Exceptions Exist* status link to access the Match Exception Workbench Details page. *Matched*: The voucher is successfully matched. Click the *Matched* status link to access the Matched Vouchers page. *Overridden - Credit Note*: You manually assign this status on the Match Exception Workbench Details page to indicate that the voucher has been matched with a credit memo adjustment voucher. Click the *Overridden - Credit Note* status link to access the Match Overridden Workbench Details page. *To Be Matched*: Vouchers have not gone through the Matching process or vouchers have been unmatched.
Match Type	Displays further details of the match status. This option appears only when you select *Matched* in the **Match Status** field. Match types include *Auto - Matched, Matched with Debit Memo, Matched with Override, Matched with Credit Note.*
Vouchers	Displays the voucher ID. Click the link to access the Voucher component.
Supplier ID	Displays the supplier ID. Click the icon to access the Supplier Information page, the Conversations page, or the Contact page.

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Field or Control	Description
Action	Select the process to be run on-demand for vouchers selected. Options depend on the match status you selected: *Undo Matching:* This option is available only for vouchers with a match status of *Matched.* *Matching:* This option is available for vouchers with a match status of *Manually Overridden, Match Exceptions Exist,* and *Overridden - Credit Note.* *Send Notification:* This option is available for vouchers with a match status of *Match Dispute* and *Match Exceptions Exist.*

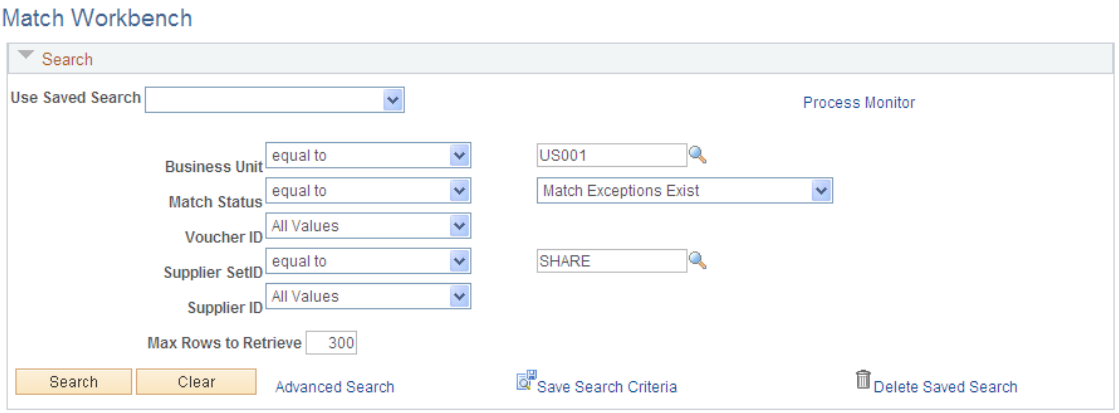
Match Workbench (Match Exceptions Exist selection) Page

Use the Match Workbench page (AP_MTCH_WB) to view a list of vouchers and match information, according to specified search criteria.

Navigation:

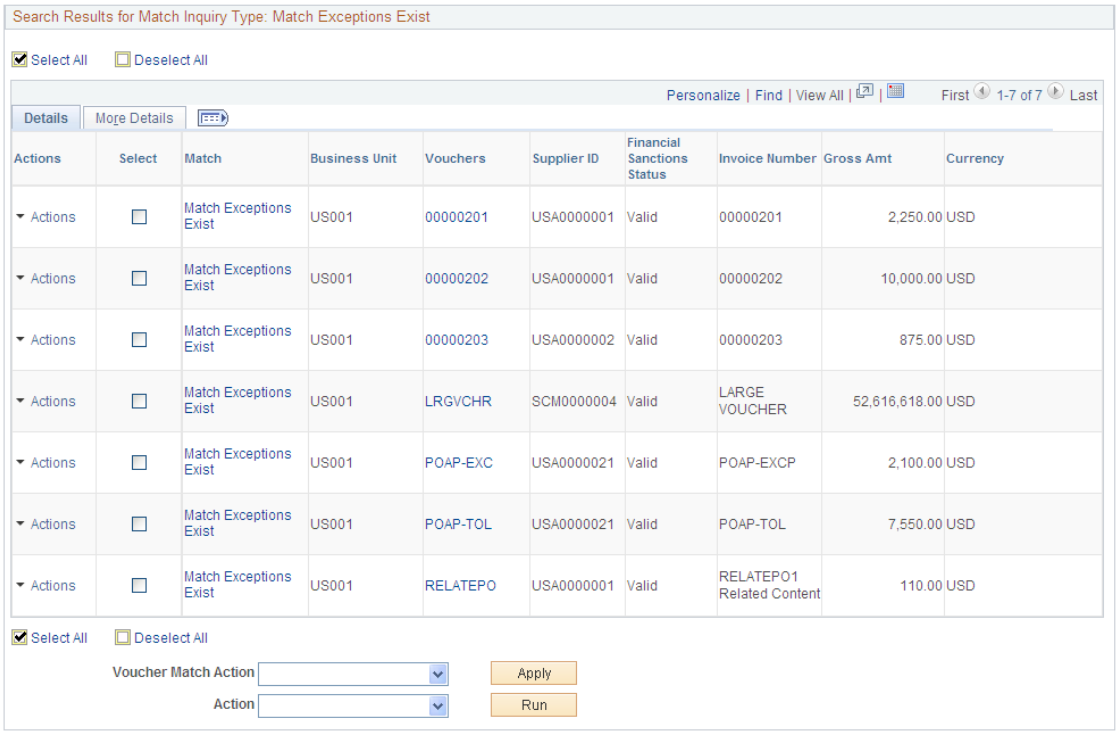
Accounts Payable, and then **Review Accounts Payable Info**, and then **Vouchers**, and then **Match Workbench**

This example illustrates the fields and controls on the Match Workbench page - Match Exceptions Exist selection (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 Match Workbench page - Match Exceptions Exist selection (2 of 2). You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Voucher Match Action	*Credit Note*: Changes the match status on the voucher to *Overridden - Credit Note.* Once the Matching process runs, the system changes the match status to *Matched* and the match type to *Matched with Credit Note.* When you click the **Apply** button, the system applies *Credit Note* to the header level and *Override* to the line and match rule levels. The override reason indicates it is a credit note from a higher level. *Match Dispute*: Places the entire voucher on hold. No further match processing is done on these vouchers until you change the match status to *Override* or *To Be Matched.* *Override*: Changes the match status on the voucher to *Manually Overridden.* Once the Matching process runs, the system changes the match status to *Matched* and the match type to *Matched with Override.*
Action	*Matching*: *Send Notification*:

Match Workbench (Match Disputes) Page

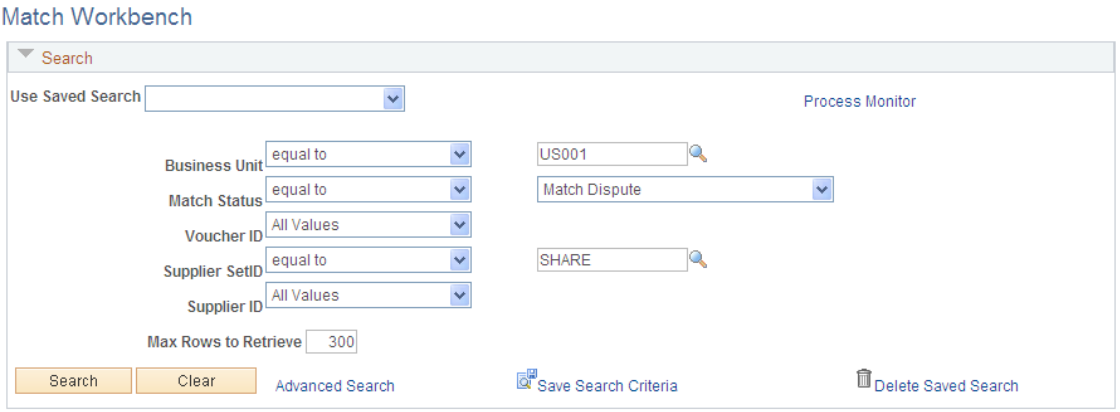
Use the Match Workbench page (AP_MTCH_WB) to view a list of vouchers and match information, according to specified search criteria.

Navigation:

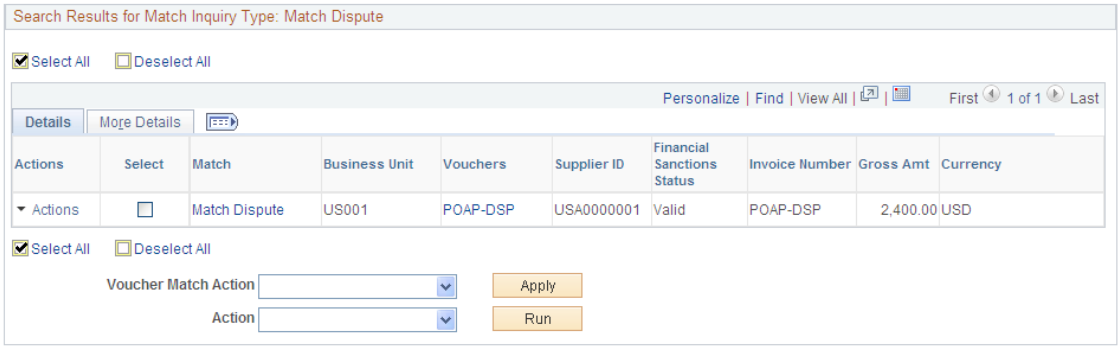
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Accounts Payable, and then **Review Accounts Payable Info**, and then **Vouchers**, and then **Match Workbench**

This example illustrates the fields and controls on the Match Workbench page - Match Disputes (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 Match Workbench page - Match Disputes (2 of 2). You can find definitions for the fields and controls later on this page.



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Field or Control	Description
Voucher Match Action	*Credit Note*: Changes the match status on the voucher to *Overridden - Credit Note.* Once the Matching process runs, the system changes the match status to *Matched* and the match type to *Matched with Credit Note.* When you click the **Apply** button, the system applies *Credit Note* to the header level and *Override* to the line and match rule levels. The override reason indicates it is a credit note from a higher level. *Match Dispute*: Places the entire voucher on hold. No further match processing is done on these vouchers until you change the match status to *Override* or *To Be Matched.* *Override*: Changes the match status on the voucher to *Manually Overridden.* Once the Matching process runs, the system changes the match status to *Matched* and the match type to *Matched with Override.*
Action	*Send Notification*:

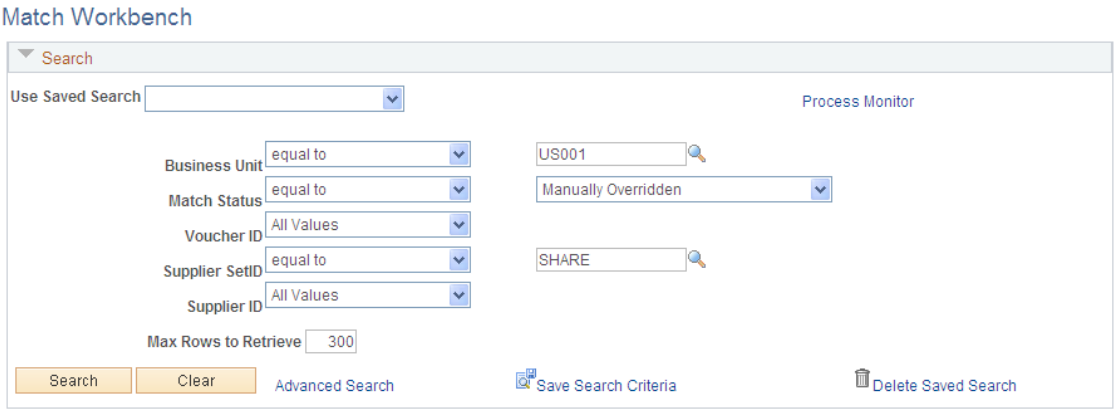
Match Workbench (Manually Overridden Vouchers) Page

Use the Match Workbench page (AP_MTCH_WB) to view a list of vouchers and match information, according to specified search criteria.

Navigation:

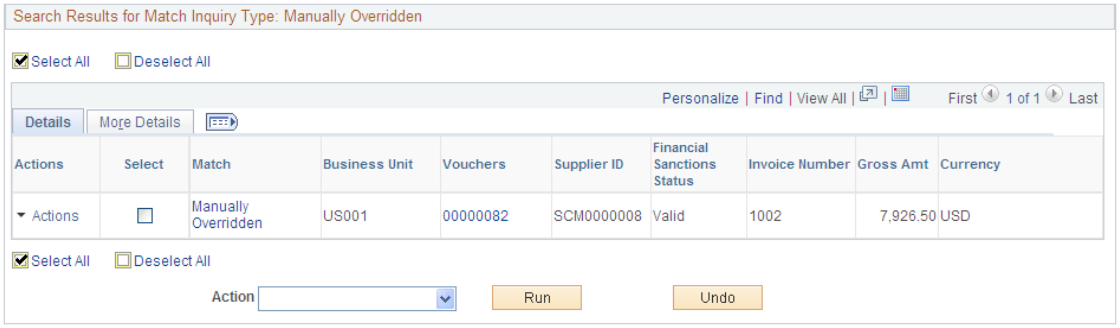
Accounts Payable, and then **Review Accounts Payable Info**, and then **Vouchers**, and then **Match Workbench**

This example illustrates the fields and controls on the Match Workbench page - Manually Overridden Vouchers (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 Match Workbench page - Manually Overridden Vouchers (2 of 2). You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Action	*Matching*: Select this value and click **Run** to run the matching process on the selected vouchers.
Undo	Click this button to undo a manually overridden voucher.

Undoing Matched Vouchers

Use the Match Workbench page (AP_MTCH_WB) to view a list of vouchers and match information, according to specified search criteria.

To undo a matched voucher:

1. Select the vouchers with a match status of *Matched* that you want to undo matching.
2. Select the *Undo Matching* option in the **Action** field
3. Click the **Run** button

Related Topics

- Matching Process Flow
  After you set up the Matching process and create vouchers to be matched:
- Match Workbench (Matched selection) Page
  Use the Match Workbench page (AP_MTCH_WB) to view a list of vouchers and match information, according to specified search criteria.

Matched Vouchers Page

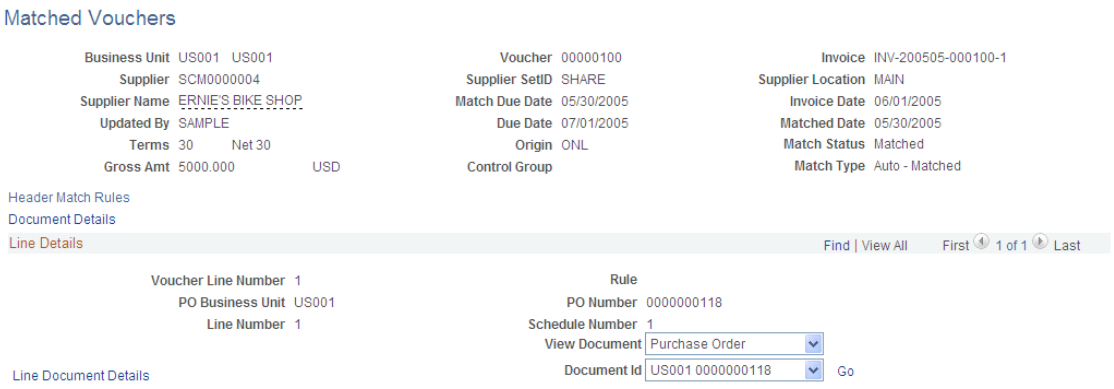
Use the Matched Vouchers page (AP_MTCH_WB_SUCCESS) to view match information for associated vouchers, purchase orders, and receipts.

Navigation:

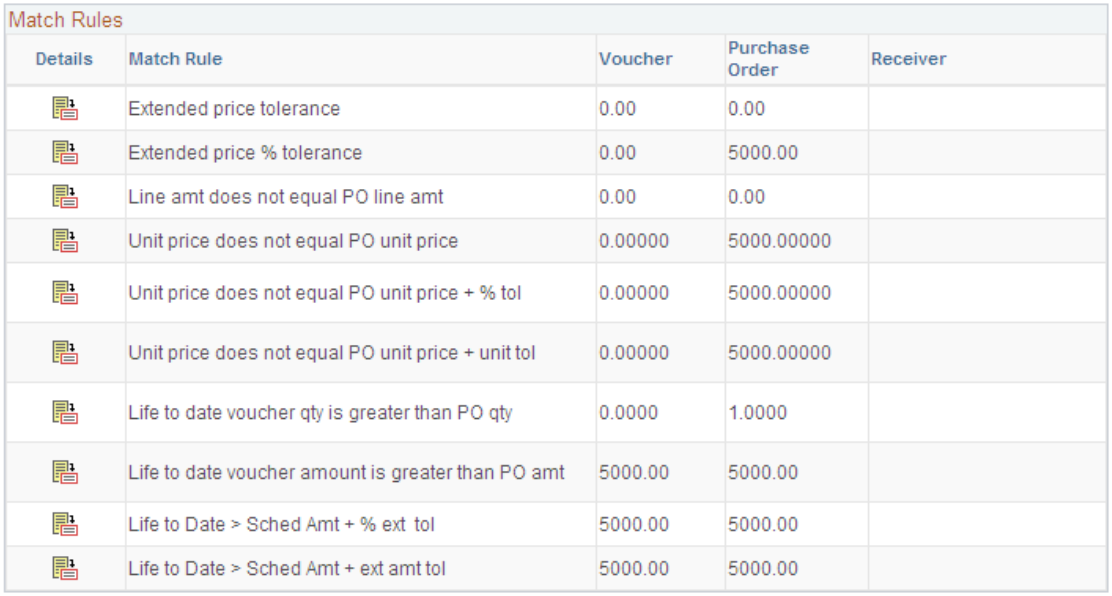
Click a Matched link for a match type of Auto - Matched on the Match Workbench page.

This example illustrates the fields and controls on the Matched Vouchers page (1 of 2). You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the Matched Vouchers page (2 of 2). You can find definitions for the fields and controls later on this page.



Match Rules

Details	Match Rule	Voucher	Purchase Order	Receiver
	Extended price tolerance	0.00	0.00	
	Extended price % tolerance	0.00	5000.00	
	Line amt does not equal PO line amt	0.00	0.00	
	Unit price does not equal PO unit price	0.00000	5000.00000	
	Unit price does not equal PO unit price + % tol	0.00000	5000.00000	
	Unit price does not equal PO unit price + unit tol	0.00000	5000.00000	
	Life to date voucher qty is greater than PO qty	0.0000	1.0000	
	Life to date voucher amount is greater than PO amt	5000.00	5000.00	
	Life to Date > Sched Amt + % ext tol	5000.00	5000.00	
	Life to Date > Sched Amt + ext amt tol	5000.00	5000.00	

Displays match information for the selected voucher.

Field or Control	Description
Header Match Rules	Click the link to access the Header Match Rules page to view all the header match rules applied to the voucher, purchase order, and receiver. This link appears if there are summary level match rules applied to the voucher.
Document Details	Click the link to access the Associated Document Information page to view voucher, purchase order, and receiver attributes. This link accesses the first line of the voucher. All lines are available for viewing.

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Line Details

Field or Control	Description
View Document and **Document ID**	Select the type of document, the document ID, and click **Go** to access detailed information for the associated document. Options appear if documents exist and include: *Purchase Order:* Select to access the Purchase Order Inquiry - Purchase Order page. *Receiver:* Select to access the Receipts page. *Voucher:* Select to access the Voucher component.
Line Document Details	Click the link to access the Associated Document Information page to view voucher, purchase order, and receiver attributes. This link accesses the specific voucher line.

Match Rules

Field or Control	Description
	Click the match details button to access the Match Rule Details page to view a detailed description of the match rule.
Match Rule	Displays the match rule in the order match rules are defined in the match rule control.

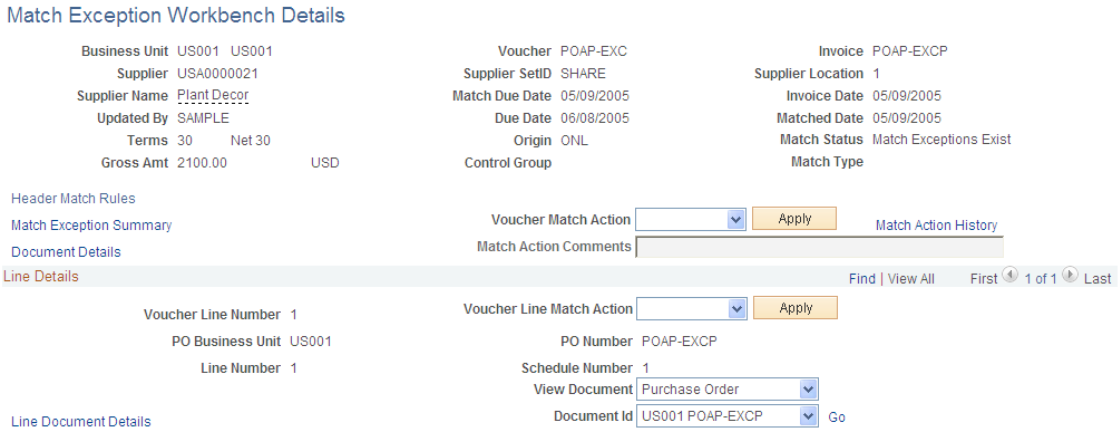
Match Exception Workbench Details Page

Use the Match Exception Workbench Details page (AP_MTCH_WB_EXCPTN) to view match information for associated vouchers, purchase orders, and receipts.

Navigation:

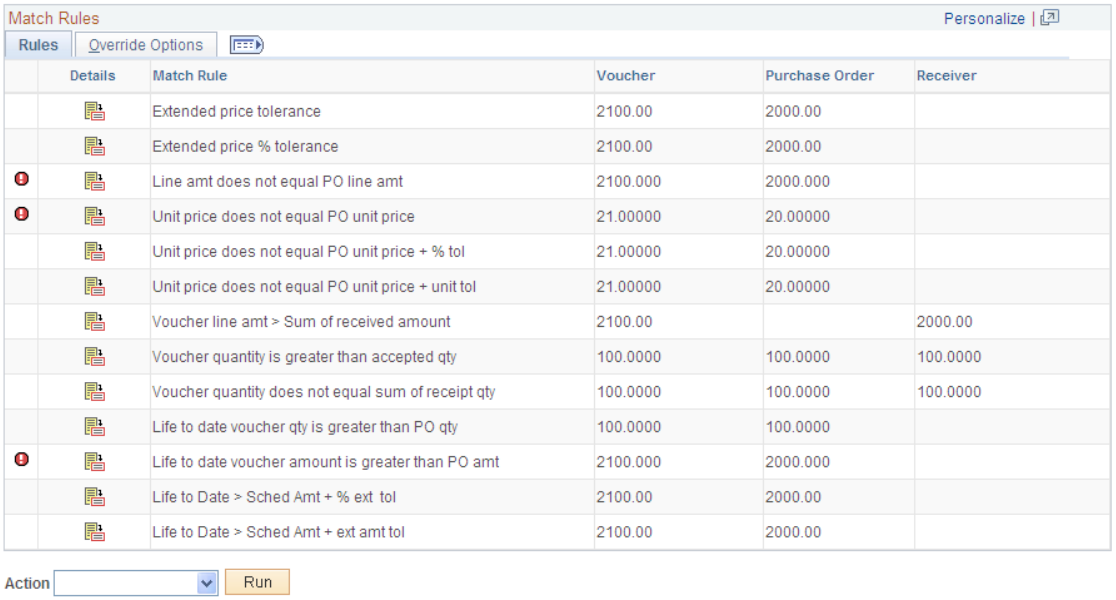
Click a Match Exceptions Exist or a Match Dispute link on the Match Workbench page.

This example illustrates the fields and controls on the Match Exception Workbench Details page (1 of 2). You can find definitions for the fields and controls later on this page.



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This example illustrates the fields and controls on the Match Exception Workbench Details page (2 of 2). You can find definitions for the fields and controls later on this page.



Displays voucher information for the selected voucher.

Field or Control	Description
Header Match Rules	Click to access the Header Match Rules page to view all the header match rules applied to the voucher, purchase order, and receiver. This link appears if there are summary level match rules applied to the voucher.
Match Exception Summary	Click to access the Match Exception Workbench Summary page. You can view all header level exceptions associated with this voucher.
Document Details	Click to access the Associated Document Information page to view voucher, purchase order, and receiver attributes. This link accesses the first line of the voucher. All lines are available for viewing.

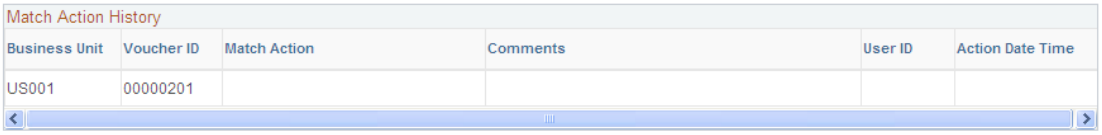
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Field or Control	Description
Voucher Match Action	Select an option to apply a voucher match option to the header level. Click the **Apply** button to apply the action to the header, line, and match rule levels. Options include: *Credit Note*: Changes the match status on the voucher to *Overridden - Credit Note.* Once the Matching process runs, the system changes the match status to *Matched* and the match type to *Matched with Credit Note.* When you click the **Apply** button, the system applies *Credit Note* to the header level and *Override* to the line and match rule levels. The override reason indicates it is a credit note from a higher level. **Note:** To properly match the credit memo to the original voucher, you should use the adjustment voucher style and copy the original voucher. This results in the credit memo adjustment voucher with a match status of *Matched* and the match type of *Auto - Matched* if there are no other match exceptions. *Match Dispute*: Places the entire voucher on hold. No further match processing is done on these vouchers until you change the match status to *Override* or *To Be Matched.* When you click the **Apply** button, the system applies *Match Dispute* to the header level and no action to the line and match rule levels. *Override*: Changes the match status on the voucher to *Manually Overridden.* Once the Matching process runs, the system changes the match status to *Matched* and the match type to *Matched with Override.* When you click the **Apply** button, the system applies *Override* to the header, line, and match rule levels. The override reason indicates it is overridden from a higher level. **Note:** You can override header level match options at the line level and the match rule level. If you select only a voucher match action at the header level, the system overrides all exceptions at the header level and the line level.
Match Action Comments	Enter comments for the voucher match action. The Match Action Comments field is disabled when the Voucher Match Action is blank.
Match Action History	Click Match Action History link to review match action history on the Match Action History page.

This example illustrates the fields and controls on the Match Action History.

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Match Action History



Line Details

Field or Control	Description
Voucher Line Match Action	Select to apply *Override* at the line level. **Note:** You can override line level match actions at the match rule level. Voucher match actions at the line level override voucher match actions set at the header level.
View Document and **Document ID**	Select the type of document, the document ID, and click **Go** to access detailed information for the associated document. Options appear if documents exist and include: *Purchase Order:* Select to access the Purchase Order Inquiry - Purchase Order page. *Receiver:* Select to access the Receipts page. *Voucher:* Select to access the Voucher component.
Line Document Details	Click the link to access the Associated Document Information page to view voucher, purchase order, and receiver attributes. This link accesses the specific voucher line.

Match Rules

Field or Control	Description
	Indicates that the voucher line has a match exception.
	Click the match details button to access the Match Rule Details page to view a detailed description of the match rule.
Match Rule	Displays the match rule in the order match rules are defined in the match rule control.

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Field or Control	Description
Action	Select an option to apply at the match rule level. Options available are dependant on the actions specified on the Match Rule Type page and associated to the match rule. They include: *Debit Memo*: The Matching process creates a debit memo adjustment voucher to resolve the matching exception. The Matching process changes the match status on the original voucher to *Matched* and the match type to *Matched with Debit Memo.* The Matching process creates the debit memo adjustment voucher with a match status of *Matched* and the match type with *Auto - Matched.* *Override*: Overrides the match exception and the Matching process changes the match status on the voucher to *Matched* and the match type to *Matched with Override.* Select the reason for overriding the match exception using the **Override Reason** field's drop down list. Click the **Comments** button to access the Match Rule Override Reason page where you can enter a free-form override reason. **Note:** For new override reasons, add translate values to the OVRD_REASON field. **Note:** Voucher match actions at the match rule level override voucher match actions set at the header level and the line level.
Action	Select the *Matching* option to run the process on-demand. When you click the **Run** button, the Matching process runs.

Match Overridden Workbench Details Page

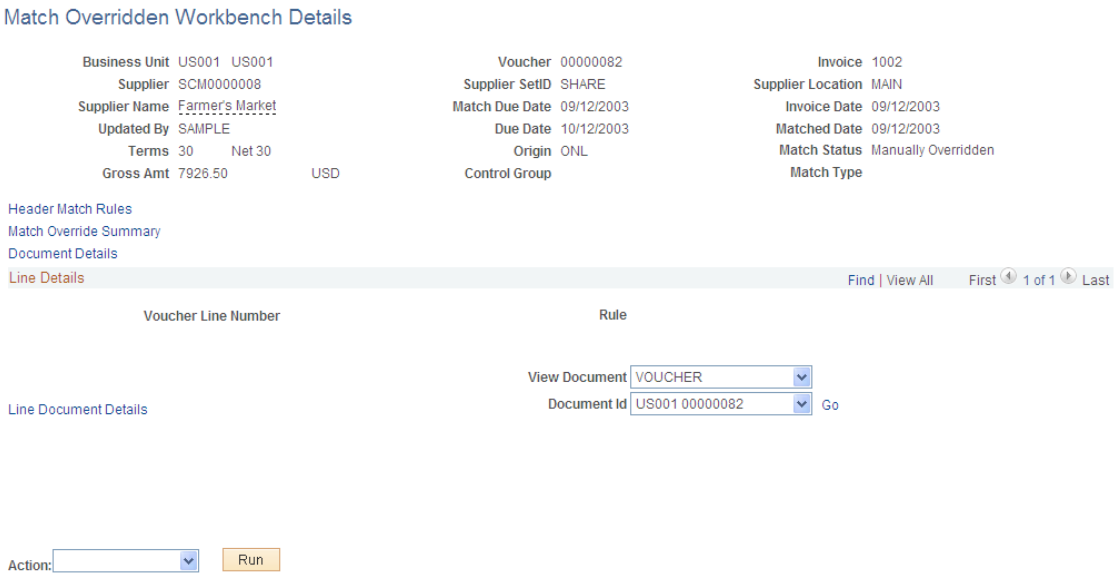
Use the Match Overridden Workbench Details page (AP_MTCH_WB_OVRD) to view match override information for associated vouchers, purchase orders, and receipts.

Navigation:

Click a Manually Overridden or Overridden - Credit Note link on the Match Workbench page

This example illustrates the fields and controls on the Match Overridden Workbench Details page. You can find definitions for the fields and controls later on this page.

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Displays voucher information for the selected voucher.

> **Note**
>
> There are two versions of the Match Overridden Workbench Details page. One displays voucher information for a voucher that has gone through the Matching process. The **Match Status** field displays *Matched.* The other version displays voucher information for a voucher that has not gone through the Matching process. The **Match Status** field displays *Manually Overridden.* The *Manually Overridden* match status is a temporary status until the Matching process changes it to *Matched.*

Field or Control	Description
Header Match Rules	Click the link to access the Header Match Rules page to view all the header match rules applied to the voucher, purchase order, and receiver. This link appears if there are summary level match rules applied to the voucher.
Match Override Summary	Click the link to access the Match Override Workbench Summary page to view voucher information for match exceptions that are overridden.
Document Details	Click the link to access the Associated Document Information page to view voucher, purchase order, and receiver attributes. This link accesses the first line of the voucher. All lines are available for viewing.

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Line Details

Field or Control	Description
View Document and **Document ID**	Select the type of document, the document ID, and click **Go** to access detailed information for the associated document. Options appear if documents exist and include: *Debit/Credit:* Select to access the related debit memo or credit memo adjustment voucher using the Voucher component. **Note:** This option appears only for a voucher with a match status of *Matched* and the match type of *Matched with Debit Memo* or *Matched with Credit Note.* *Purchase Order:* Select to access the Purchase Order Inquiry - Purchase Order page. *Receiver:* Select to access the Receipts page. *Voucher:* Select to access the Voucher component.
Line Document Details	Click the link to access the Associated Document Information page to view voucher, purchase order, and receiver attributes. This link accesses the specific voucher line.

Match Rules

Field or Control	Description
	Indicates that the voucher line match exception was overridden.
	Click the match details button to access the Match Rule Details page to view a detailed description of the match rule.
Match Rule	Displays the match rule in the order match rules are defined in the match rule control.
Override Reason	Displays the reason for overriding the match exception. The system also displays who it was overridden by, if it was a debit memo, and the date it was overridden.
Action	Select the *Matching* option to run the process on-demand. When you click the **Run** button, the Matching process runs. This field is available if the voucher has not gone through the Matching process and the voucher is in the match status of *Manually Overridden* or *Overridden - Credit Note.* **Note:** You manually assign the match statuses of *Manually Overridden* and *Overridden - Credit Note.* Once you run the Matching process against these vouchers, the system changes the match status to *Matched.* The system assigns the match type to *Matched with Override* and *Matched with Credit Note,* respectively.

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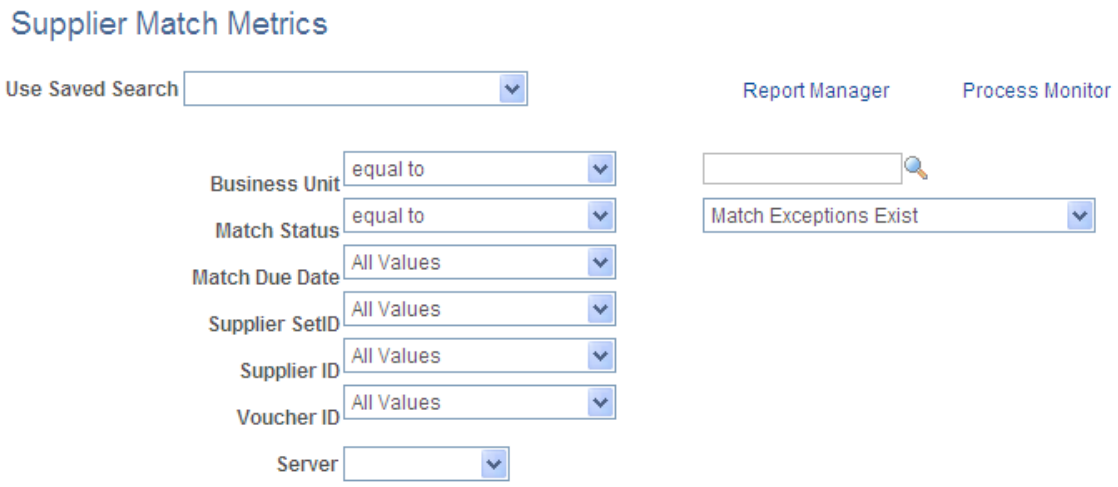
Supplier Match Metrics Page

Use the Supplier Match Metrics page (AP_VCHR_MATCH_INQ) to define run parameters for the Match Exceptions report (APY1090).

Navigation:

Accounts Payable, and then **Review Accounts Payable Info**, and then **Supplier**, and then **Supplier Match Metrics**

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



This page is similar to the search parameters on the Match Workbench page. The following fields are unique to the Supplier Match Metrics page.

See Match Workbench (Matched selection) Page.

Field or Control	Description
Report Manager	Click to access the Microsoft Excel file that the query generates. Only Excel files are generated from the data retrieval process. No search results are listed.
Server	Select the server to process the query.
Export to Excel	Click to create the Microsoft Excel file containing voucher information from the parameters defined. **Note:** The system generates an error message if the row count exceeds Excel's limit of 65000.

Match Exceptions Analysis Page

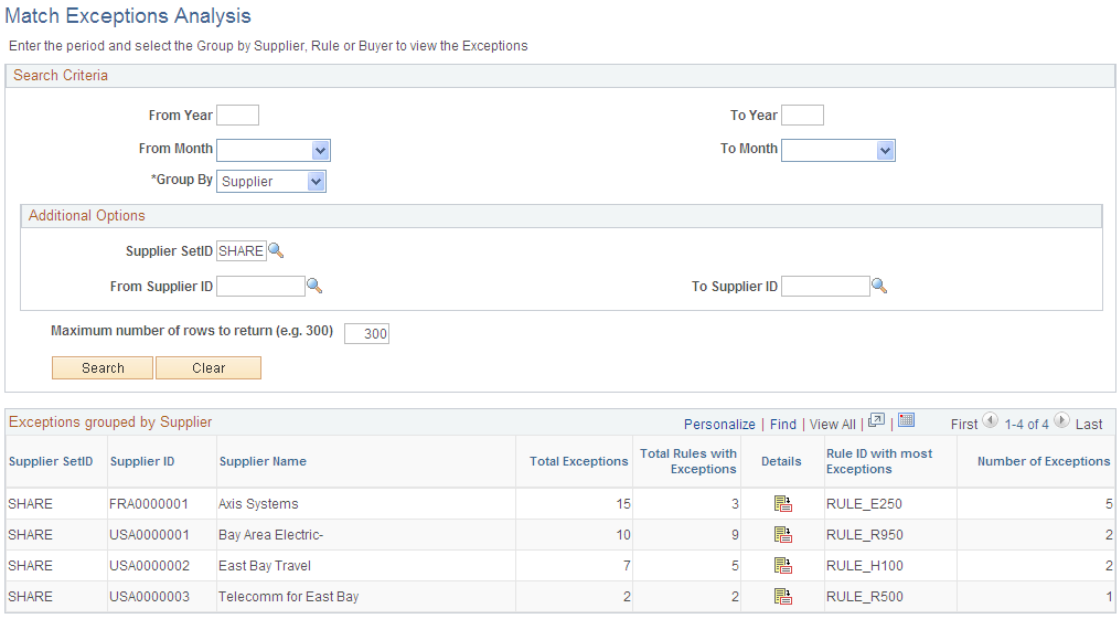
Use the Match Exceptions Analysis page (AP_MTCH_EXP_SUMM) to view the list of match exceptions.

Navigation:

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Accounts Payable, and then **Review Accounts Payable Info**, and then **Vouchers**, and then **Match Exception Analysis**

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



Field or Control	Description
From Year and **From Month**	The current year and month displayed as default.
To Year and **To Month**	The current year and month displayed as default. Enter the last year and month that you want to search for exceptions.
Group By	The option selected will impact the fields displayed in the Additional Options group box and the Search Results grid. The available options are the following: • *Supplier*: The results will be grouped by total exceptions per supplier for the time period searched. • *Rule*: The results will be grouped by total exceptions per rule for the time period searched. • *Buyer*: The results will be grouped by total exceptions per buyer for the time period searched.
Maximum number of rows to return	Enter the number of rows required.

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Additional Options

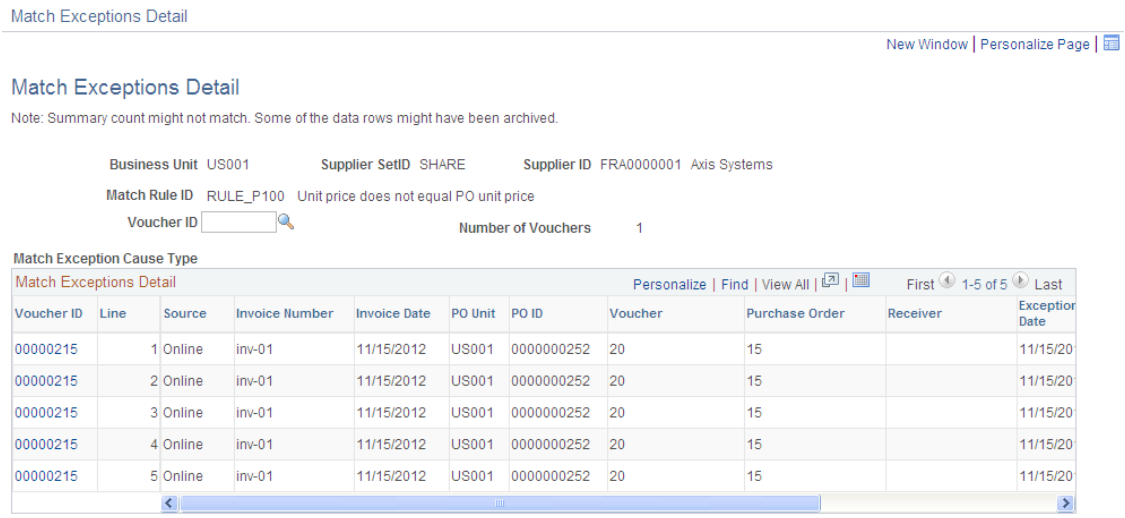
Field or Control	Description
Match Exception Cause Type	This field appears if you select Rule as the Group By value. The options available are *Internal*, *External*, *All* or *None*.
Match Rule ID	This field appears if you select Rule as the Group By value. Select a match rule ID if you want to search for only one ID. If you do not select a value here, the system will search all rules for exceptions.
Supplier SetID	Enter the supplier SetID to search for exceptions. This field appears if you select Supplier as the Group By value.
From Supplier ID and **To Supplier ID**	You can enter a range of suppliers to search for exceptions in these fields. If you do not enter a value here, all suppliers in the selected SetID will be searched. This field appears if you select Supplier as the Group By value. You can enter a range of buyers to search for exceptions if you select Buyer as the Group By value.

Search Results Grid

Field or Control	Description
Details	Click this link to access the Supplier Exception Rules page and view the rules with the exceptions count. You can view the business unit details by clicking the Show Details icon on the Supplier Exception Rules page.

Click the Details link on the Business Unit Details page to view the Match Exceptions Detail page.

This example illustrates the fields and controls on the Match Exceptions Detail page.



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Match Exception Mass Assignment Page

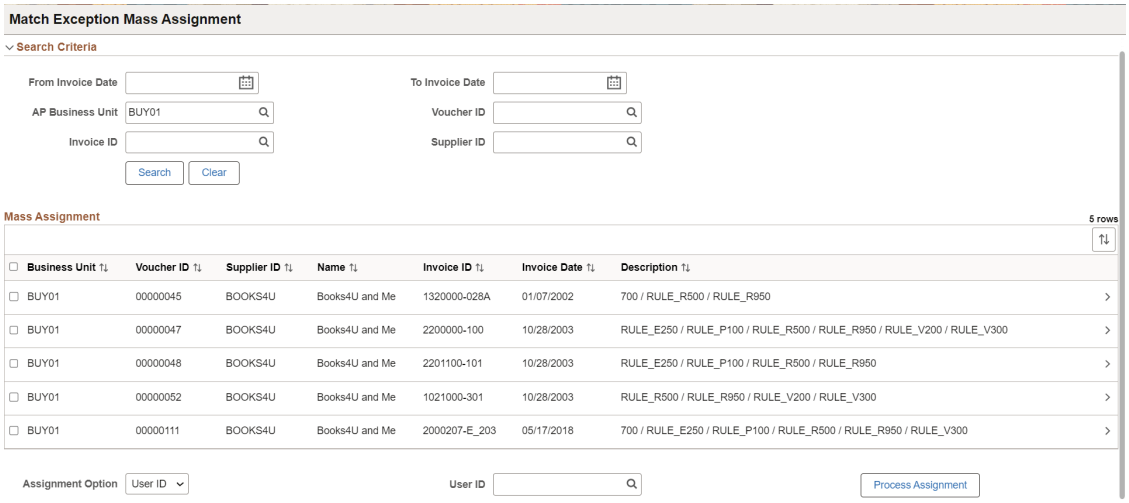
Use the Match Exceptions Mass Assignment page (AP_MECC_MASS_FL) to view the list of vouchers that have match exceptions based on the search criteria entered. You can assign a single resource to one or more vouchers or transfer assignments from one user to another user.

Navigation:

Click Match Mass Assignment tile.

This tile can be placed on any PeopleSoft Fluid Home page. For additional information about how to add a tile to a PeopleSoft Fluid Home page, see *PeopleTools: Application User's Guide*, "Working With PeopleSoft Fluid User Interface", Working With Fluid Homepages, Managing Tiles, Adding Tiles to a Fluid Homepage.

This example illustrates the fields and controls on the Match Exception Mass Assignment page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Assignment Option	The available options are the following: • *Group*: For Group assignment option, you need to select a Match Exception group. • *Transfer*: For Transfer assignment option. you need to select a *From User ID* and *To User ID*. • *User ID*: For User ID assignment option, you need to select a User ID.
Process Assignment	Click to process the assignment. You can add comments for each process.

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Field or Control	Description
>	Click to view the Voucher Match Exception Detail page where you can review the list of match exceptions for the voucher selected from the Match Exception Mass Assignment page. You can assign a single resource (Group or User) to one or more vouchers, or transfer assignments from one user to another user.

Processing Debit Memo Adjustment Vouchers

This section provides an overview of debit memo processing and discusses how to dispatch debit memo information.

Understanding Debit Memo Processing

The Matching process calls the Voucher Build Application Engine process (AP_VCHRBLD) to automatically create debit memo adjustment vouchers to resolve matching exceptions between the amount on a voucher and the purchase orders and receivers associated with that voucher. The Matching process determines if a debit memo should be created based on the match rule or rules applied to the voucher.

When the Matching process creates a debit memo, and the adjustment voucher created has any references to an UPN document, then the adjustment voucher displays the UPN information.

> **Note**
>
> Debit memo adjustment vouchers are created for credit adjustments only.

The Matching process creates the debit memo as an adjustment voucher style and links it to the original voucher using the voucher related field (VOUCHER_ID_RELATED) on the voucher line record (VOUCHER_LINE). The debit memo inherits the purchase order lines or the receiver lines depending on the match rules. Debit memo adjustment vouchers include adjustments to the merchandise amount and adjustments to sales or use tax or VAT amounts based on the tax code specified on the original voucher. The system does not include any adjustments for freight and miscellaneous charges from the original voucher. Manually enter any freight and miscellaneous adjustments using the Voucher component before the Matching process runs. The system creates the debit memo adjustment voucher with a match status of *Ready.*

> **Note**
>
> The Landed Cost Extraction Application Engine process (LC_EXTRACT) includes debit memo adjustment vouchers after they are matched and posted.

Because debit memos adjust the amounts paid to suppliers, you can dispatch debit memo information to the suppliers via print, phone, fax, email, or electronic data exchange (EDX).

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Debit Memo Adjustment Vouchers

Debit memo adjustment vouchers are handled similar to other vouchers that the Voucher Build process creates. In addition, debit memo adjustment vouchers inherit the associated vouchers' processing. For example, if budget-checking is required for the original voucher, budget-checking is required for the debit memo adjustment voucher.

This table discusses various processes and the actions you take with debit memo adjustment vouchers.

Process	Debit Memo Action
Voucher build and pre-edit	Use the Quick Invoice Entry component (VCHR_QUICK_PNL) to review and correct debit memo adjustment vouchers with pre-edit errors. See Reviewing Voucher Build Process Errors. See Quick Invoice Page.
Voucher edit	Use the Voucher component (VCHR_EXPRESS) to review and update debit memo adjustment vouchers with no pre-edit errors. You can override the dispatch method on the Voucher Information page. See Invoice Information Page.
Budget-checking	The debit memo voucher requires budget-checking if the associated voucher requires budget-checking. The voucher header and distribution line records are flagged as not budget-checked. If the purchase order distribution line is finalized the expense ledger is affected. There is no impact on the encumbrance ledger. If the purchase order distribution line is not finalized the encumbrance ledger is affected.
Voucher close	The process of closing debit memo adjustment vouchers is similar to closing other vouchers. However, you cannot close vouchers associated with debit memo adjustment vouchers unless you close all related vouchers first. The process of closing debit memo adjustment vouchers associated with PO vouchers is similar to closing regular PO vouchers. You cannot close PO vouchers or debit memo adjustment vouchers if they are partially paid. See Closing Individual Vouchers.
Voucher delete	A warning message appears when you delete a debit memo adjustment voucher informing you that the debit memo is tied to a regular voucher. You cannot delete vouchers associated with debit memo adjustment vouchers unless you delete all related vouchers first. See Deleting Individual Vouchers.

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Process	Debit Memo Action
Voucher mass maintenance	Close or delete debit memo adjustment vouchers using the voucher mass maintenance functionality. Vouchers associated with the debit memo adjustment vouchers are excluded from the selection when you use voucher mass maintenance to close or delete debit memo adjustment vouchers. See Modifying, Unposting, Deleting, and Closing Multiple Vouchers.
Tax calculation	The Voucher Build process calculates sales and use tax and VAT amounts based on the tax code specified on the original voucher.
Discount, freight, and miscellaneous charge calculations	Debit memo adjustment vouchers do not contain payment terms with discount terms or freight and miscellaneous charges.
Undo voucher match	If you undo matching on a regular voucher, the system deletes the debit memo adjustment voucher provided the debit memo adjustment voucher has not gone through the Matching process. If the regular voucher requires budget-checking, the system does not delete the debit memo adjustment voucher. You need to manually delete the debit memo adjustment voucher before undoing the regular voucher match. If the debit memo adjustment voucher has gone through the matching, payment, or posting processes, you must reverse those processes and then undo the regular voucher match. See Undoing Matched Vouchers.
Payment selection	The payment process includes debit memo adjustment vouchers if the match status on the voucher is *Matched* and the AP match type is *Auto - Matched.* Also, you can pay debit memo adjustment vouchers manually or with drafts. See Pay Cycle Manager Page.
Archiving	The archival process includes debit memo adjustment vouchers. See Archiving Data.
Asset Management interface	The process of handling debit memo adjustment vouchers is similar to adjustment vouchers. See Sending Voucher Information to PeopleSoft Asset Management.

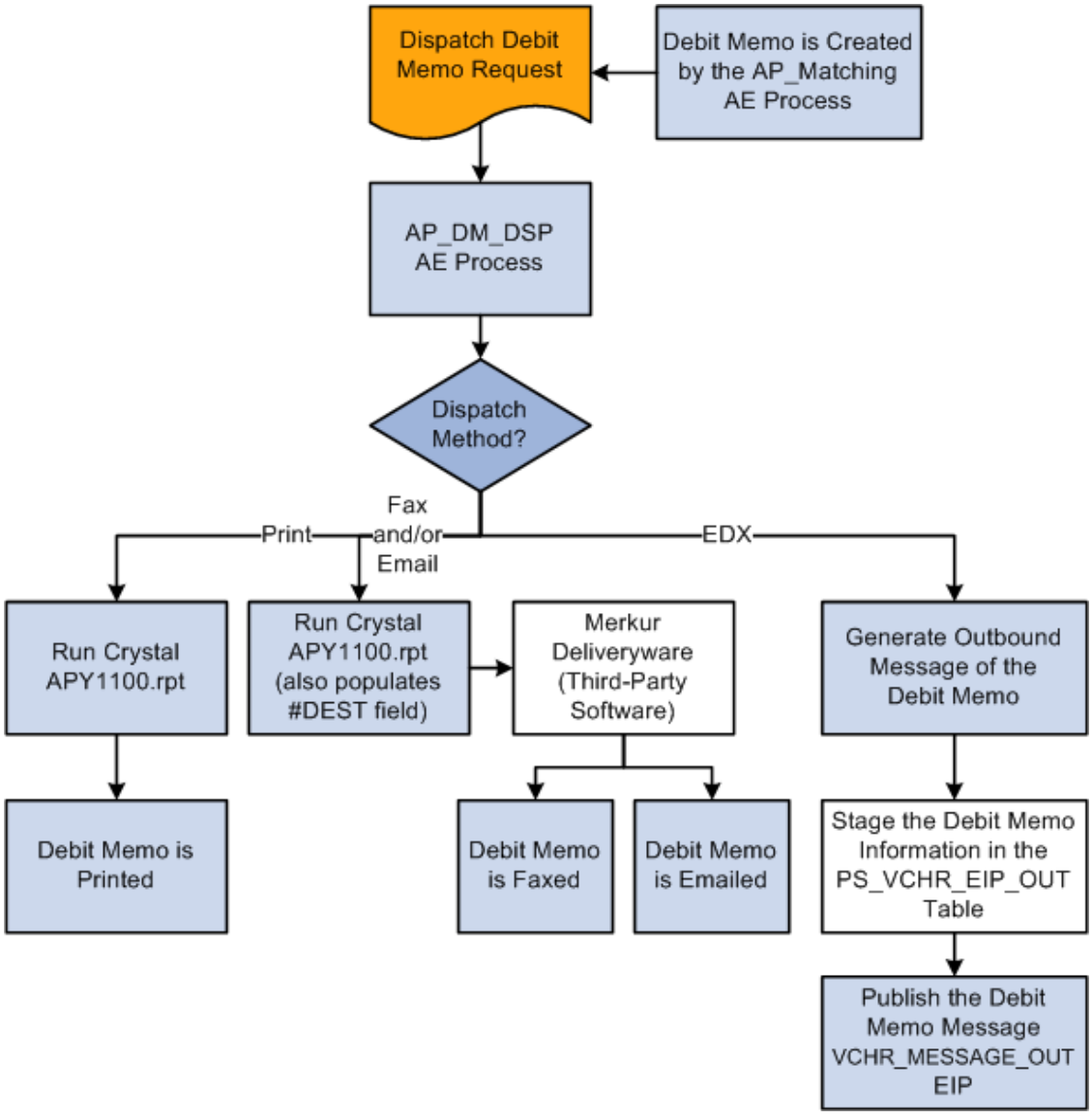
Debit Memo Notification

It may be necessary to notify your suppliers that adjustments were made to their invoices. The Dispatch Debit Memo Application Engine process (AP_DM_DSP) produces a paper or electronic document that contains the reason and the amount of the adjustment. You can dispatch debit memo information to the suppliers via print, phone, fax, email, or electronic data exchange (EDX). You can dispatch debit memo information from the Dispatch Debit Memo page or the Voucher component.

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PeopleSoft Payables delivers the Dispatch Memo report as a template report that you can use to provide debit memo information to suppliers. You can modify the report. PeopleSoft Payables also provides an output file in the PS_VCHR_EIP_OUT staging record that you can use to electronically send debit memo information to suppliers. You can modify the output file using PeopleTools.

This graphic illustrates the notification process for debit memo adjustment vouchers.



Dispatch Debit Memos Page

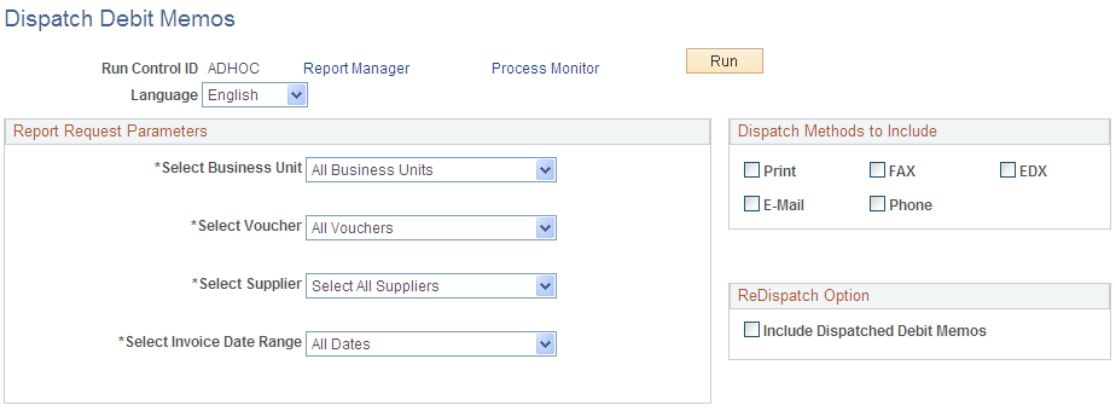
Use the Dispatch Debit Memos page (RUN_DBMEMO_DSP) to define run control parameters for the Dispatch Debit Memo Application Engine process (AP_DM_DSP) and the Dispatch Memo Report (APY1100).

Navigation:

Accounts Payable, and then **Batch Processes**, and then **Vouchers**, and then **Dispatch Debit Memos**

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



Specify the report request parameters.

Dispatch Methods to Include

You can select more than one dispatch method option.

Field or Control	Description
Print	Select to create the Dispatch Memo report that can be mailed to the supplier. Define the output format on the Job Detail page.
FAX	Select to create the Dispatch Memo report that you can fax to the supplier.
EDX (electronic data exchange)	Select to create a debit memo message that the system publishes to the supplier using the AP_VCHR_MESSAGE_OUT EIP or the VoucherOut web service.
E-Mail	Select the email option to create the Dispatch Memo report that can be emailed to the supplier.
Phone	Select the phone option to create the Dispatch Memo report that you can use to call the supplier with the debit memo details.

To access the Job Detail page select the **Debit Memo dispatch job** link on the Process Scheduler Request page.

ReDispatch Option

Field or Control	Description
Include Dispatched Debit Memos	Select to include previously dispatched debit memos for the parameters specified in this run control. You can use this option to recreate debit memo information.

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> **Note**
>
> Depending on how you define your report request parameters, including already dispatched debit memos could result in a significant amount of records.

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24

Using Matching Exception Collaboration Center

Understanding Match Exception Collaboration Center

Match Exception Collaboration Center provides both Accounts Payable (AP) and non-AP (Buyers/Receivers, requestors, and approvers) users a single place to review and respond to match exceptions, while maintaining segregation of duties.

When resolving match exceptions, AP requires more information about transaction details from buyers, receivers or inspectors. Payable users typically use the Match Workbench to resolve match exceptions. Non-AP users are not typically granted access to this workbench or does not support non-AP users in correcting match exceptions effectively. Hence, providing a single window for AP and non-Payables users to collaborate increases the efficiency in resolving match exceptions.

Prerequisites

To use Match Exception Collaboration and resolve match exceptions, you must have installed PeopleSoft Payables and PeopleSoft Purchasing, and you must complete the following setup:

1. Enable Match Collaboration on the Installation Options - Payables page.

   You must select **Enable Match Collaboration** option on the Installation Options - Payables page. Once you enable match collaboration, all notifications will be routed using the PeopleTools notification framework instead of matching notification (worklist/email).

   > **Important**
   >
   > Customers using PeopleTools 8.58 and have taken the Match Exception Collaboration from Image 40 will experience new configurable notifications that replace Match Exception Worflow/Email.
   >
   > Customers using PeopleTools release less than 8.58 and have taken the Match Exception Collaboration from Image 40 will continue to use Match Exception Worflow/Email. When they decide to upgrade to a PeopleTools release at or higher than 8.58.00, they can take the Match Exception Collaboration from Image 40 again which will apply the necessary configuration data to run the new configurable notifications.

   For more information, see Application Fundamentals: Setting Up Application-Specific Installation Options

2. Use the Match Exception Group page to define a wide range of groups and areas of responsibility in reviewing, analyzing, and resolving match exceptions.

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For more information, see PeopleSoft Source to Settle Common Information: Establishing Matching and Document Association Options

3. Similarly, use Match Exception Supplier Range page to define supplier name ranges. Defining supplier name range is an optional setup. Supplier name range setup will act as an additional filter. Match Exception Collaboration routings and notifications are generated for users who are specified within the Group and Supplier name range setup components.

   For more information, see PeopleSoft Source to Settle Common Information: Establishing Matching and Document Association Options

4. Access Match Exception Resolution page to identify reasons for resolving match exceptions.

   For more information, see PeopleSoft Source to Settle Common Information: Establishing Matching and Document Association Options

5. Set user preferences for Exception Collaboration on the User Preferences - Payables Online Vouchering page. This will determine the default MECC view and focus tabs to be displayed.

   For more information, see Application Fundamentals: Defining Application-Specific User Preferences

6. Match Action option on the Match Request page will be hidden if *Enable Match Collaboration* has been selected at the Installation option level, you are using PeopleTools 8.58 or higher and Match Exceptions Collaboration Notifications has been installed.

   For users with PeopleTools release less than 8.58, Match Action options are available on the Match Request page. The Matching Notification and Process Match Exceptions processes generate workflow notifications and worklist items based on the workflow parameters defined on the Match Rule Type and Match Rules - Workflow pages.

   For more information, see Initiating the Matching Application Engine Process

7. You can archive and purge MECC related records that are generated over time. Only the Match Exception Collaboration Detail records with Status *R* (Resolved) will be archived.

   For more information on archiving and purging, see *PeopleTools: Data Management*

The Match Exception Collaboration application engine leverages the existing exceptions that the Matching process generates. Using the Group and optional Supplier Name Range setup, the application engine determine creation of assignment records to the specific users that are identified. The application engine also generates a new Match Exception Collaboration detail record for each exception.

The Match Exception Collaboration application engine utilizes the setup and determine if a match exception should be assigned to an individual or should notify a group of individuals. If a single person is identified as the owner of the match exception then that individual will be automatically assigned the match exception. If multiple individuals are identified as potential owners of a match exception then multiple assignment records will be generated. When these individuals log in they will be able to see those match exceptions that require their review.

> **Note**
>
> You should be careful on how many individuals belong to a group. The higher the number of individuals in a group, the higher number of assignment rows will be created.

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Related Topics

- Initiating the Matching Application Engine Process
  This topic provides an overview of the matching engine.

Managing Match Exceptions using Match Exception Collaboration Center

Pages Used to Manage Match Exceptions using Match Exception Collaboration Center

Page Name	Definition Name	Usage
Match Exception Collaboration Summary Page	AP_MECC_LIST_FL	To view the summary of the match exceptions.
Match Exception Detail Page	AP_MECC_DTL_FL	To analyze and resolve match exceptions.

Match Exception Collaboration Summary Page

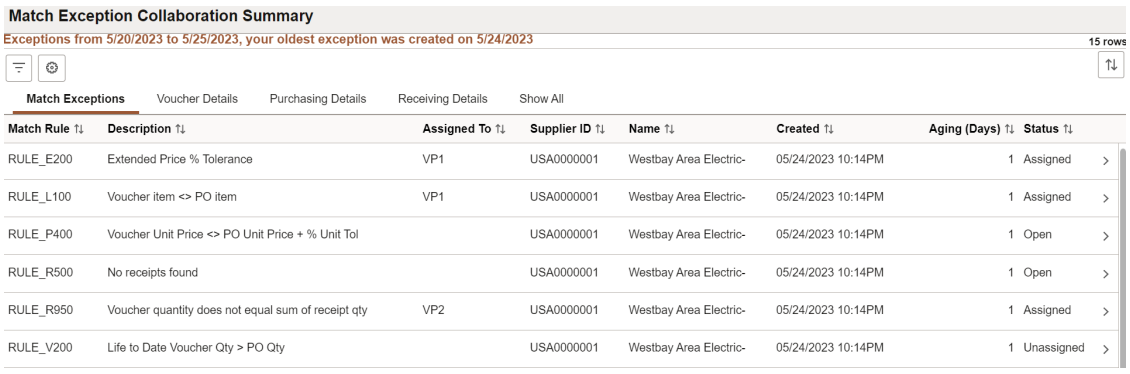
Use the Match Exception Collaboration Summary page (AP_MECC_LIST_FL) to view match exceptions. The page provides the summary of the match exceptions, and contains the match exception rule and description, supplier information, along with the key transactions involved in matching such as the purchase order, receipt, and voucher.

Navigation:

Click Match Exceptions tile.

This tile can be placed on any PeopleSoft Fluid Home page. For additional information about how to add a tile to a PeopleSoft Fluid Home page, see *PeopleTools: Application User's Guide*, "Working With PeopleSoft Fluid User Interface", Working With Fluid Homepages, Managing Tiles, Adding Tiles to a Fluid Homepage.

This example illustrates the fields and controls on the Match Exception Collaboration Summary page. You can find definitions for the fields and controls later on this page.



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Field or Control	Description
	Use the various filters available to find and isolate specific issues. You can use Specific Dates or Relative Dates as a filter. From Date is set five days prior to the current date as the default value.
	Click to customize the fields you want to display/hide on the Match Exception Collaboration Summary page. You can also use the Personalize icon on each grid to reorder/ hide columns and sort columns by order. For more information, see *PeopleTools Applications User's Guide*, "Working With the PeopleSoft Fluid User Interface", Working with Fluid Pages and Controls.
Aging (Days)	Displays aging days calculated based upon the date the match exception was initially created.
Status	Displays the status of the exception. The options available are: • *Open*: New exception. • *Assigned*: User has been assigned to this specific exception. • *Match Ready*: Analysis and potential data correction has been performed and this exception is ready for the main Matching AE to be re-run. This status is manually selected by the person performing analysis on the exception and is optional entry. • *Resolved*: The exception has been resolved and is no longer an exception. Resolved exceptions are only displayed for user(s) where user preferences for Match Exception Collaboration have *Work All Exceptions Authority* and *Include Resolved Exceptions* selected. • *Unassigned*: Match Exception Collaboration setup did not identify at least one user for the given exception. Only user(s) where user preferences for Match Exception Collaboration have *Work All Exceptions Authority* selected can view Unassigned exceptions.
Show All	Click to list out all details in a single tab starting with the Match Exceptions data followed by Voucher, PO, and Receipt.

Match Exception Detail Page

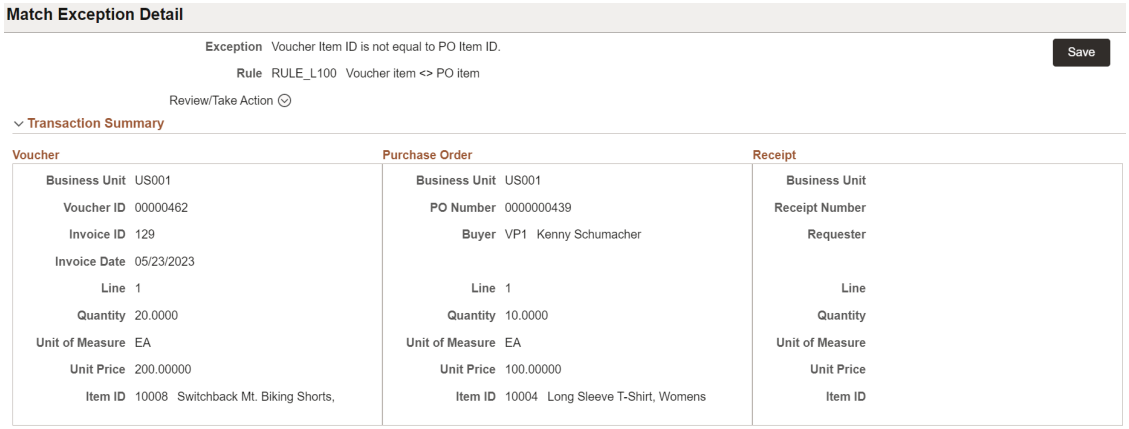
Use the Match Exception Detail page (AP_MECC_DTL_FL) to analyze and resolve match exceptions.

Navigation:

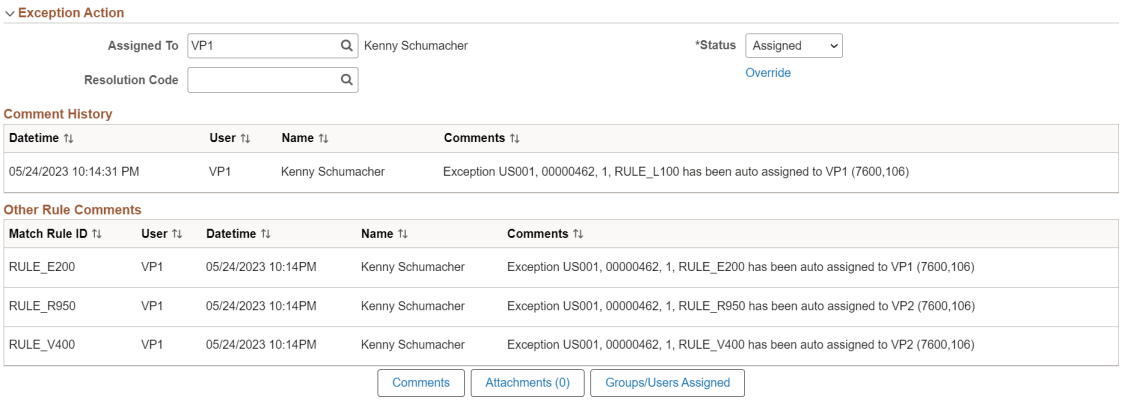
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Click any row on the Match Exception Collaboration Summary page to access the Match Exception Detail page.

This example illustrates the fields and controls on the Match Exception Detail 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 Match Exception Detail page (2 of 2). You can find definitions for the fields and controls later on this page.



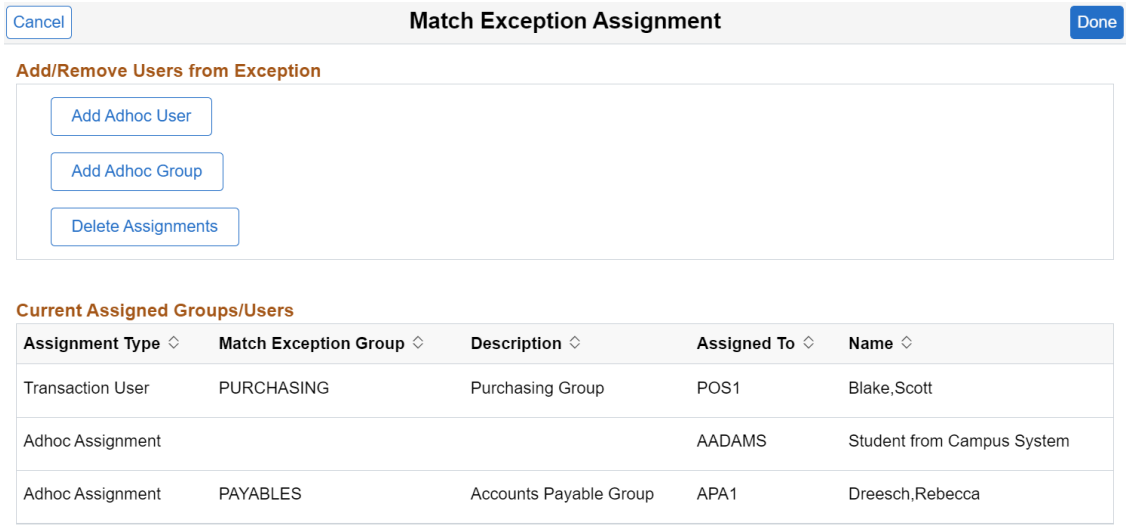
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Field or Control	Description
Review/Take Action	Click an available option to access the appropriate pages to research, analyze, and resolve match exceptions. The list of pages you can access will depend on your role and security profile. The available options are the following: • *Transaction Details* • *Add/ Update POs* • *PO Inquiry* • *PO Activity Summary* • *PO Document Status* • *Add/Update Receipt* • *Receipt Document Status* • *Voucher Regular Entry* • *Match Workbench* • *Voucher Document Status* • *Supplier*
Assigned To	Assign a user to this exception. If the matching process has determined that only a single user has been configured for this specific exception, that value will be populated. Assigned To values are dynamically determined based upon Group assignment and/or if other Adhoc Group(s)/User(s) have been added to the exception.
Status	The available options are the following: • *Open* - no one is assigned to the exception. The process changes the status to Open when the exception is created and more than one person can own the exception. • *Assigned* - an individual is assigned to the exception. • *Match Ready* - you can manually select this option when changes resolve the exception. This status is optional. • *Unassigned*: available only if *Work All Exceptions Authority* is selected for the current logged in user. • *Resolved* - the match exception no longer exists. Resolved can be manually selected. • *Unassigned* - your Group Supplier Name Range setup does not identify anyone to own the exception.
Override	Click to override an exception. The *Override* link is available only if the user has the *Authority to Override Match* check box selected on the Payables Online Vouchering page. See Application Fundamentals: User Preferences – Payables Online Vouchering Page
Comment History	Displays the system generated and user entered comments.
Comments	Click to insert comments into the Comments history section for this exception.

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Field or Control	Description
Attachments	Click to add attachments. When an attachment is added, a counter is displayed in the push button indicating the number of attachment(s). See Application Fundamentals: Installation Options - Multiple Attachments Page to define the maximum attachment upload limit for various products.
Groups/ Users Assigned	Click to access Match Exception Assignment page. On this page you can assign other groups/ users to analyze, review, and make adjustment to data to resolve the exception. The button is available only if the User has the *Enable Group/ Users Assigned* option enabled at the User Preferences level. See Application Fundamentals: User Preferences – Payables Online Vouchering Page

This example illustrates the fields and controls on the Match Exception Assignment Page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Add Adhoc User and **Add Adhoc Group**	Click to assign other groups/users to analyze, review, and make adjustment to data to resolve the exception
Delete Assignments	Click to delete currently assigned Groups/Users.

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Field or Control	Description
Assignment Type	Displays the currently assigned groups/users. The various assignment types are: • *Transaction User*: Indicates that the user was identified by the *Additional Users to Include* in the Match Exception Group setup. • *Group*: Indicates that the user was identified as a member of the group that is listed in the Match Exception Group column. • *Adhoc Assignment*: Indicates the user was added using the *Groups/Users Assigned* option on the Match Exception Detail page. **Note:** If a user is listed as a transaction user, you cannot add them again as an adhoc user.

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25

Processing Pay Cycles

Understanding Pay Cycle Manager

This section discusses:

- Pay Cycle process flow.
- Pay Cycle statuses.
- Pay Cycle exceptions.
- Draft payments.
- Payment formatting.
- Separate payments.
- Payment sorting.
- Check payments that never reach the banking system.
- Pay Cycle processing using the PeopleSoft Payables Payment Interface.
- Pay Cycle processing using the PeopleSoft Financial Gateway.

Pay Cycle Manager is the focal point for managing payments in PeopleSoft Payables. From the Pay Cycle Manager page, you process each of the Pay Cycle Application Engine process (AP_APY2015) steps necessary to turn bank account, supplier, voucher, and business unit information into actual payments. Use Pay Cycle Manager to initiate the Pay Cycle process, view and send payments to a printer or a file, and create automated clearing house (ACH) files, drafts, electronic funds transfer (EFT) files, wire transfer reports, and positive payment files.

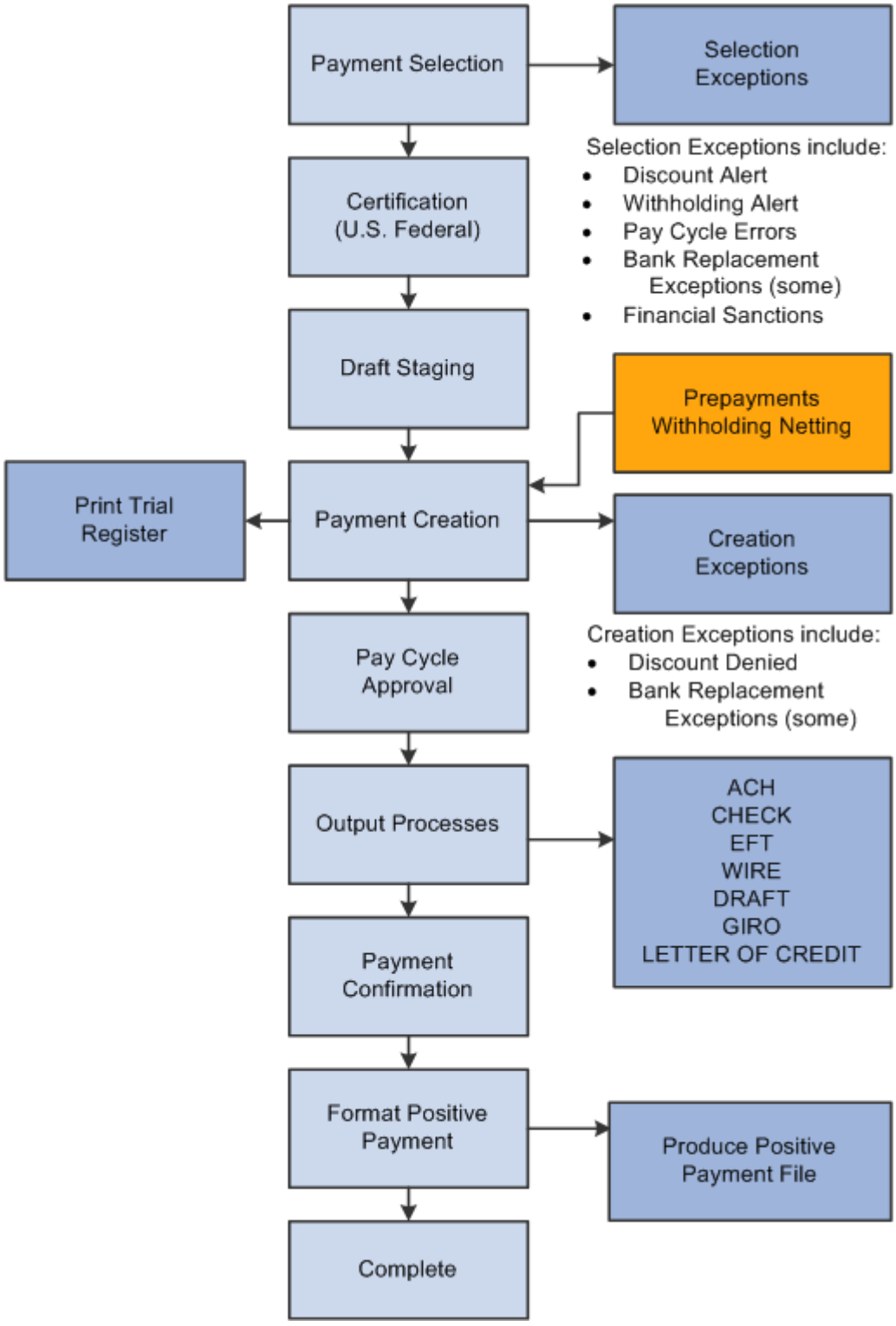
The Pay Cycle Manager integrates much of the data entered into PeopleSoft Payables and uses this payment data not only to create the negotiable documents but also to provide information for reports. Many of the activities of PeopleSoft Payables lead to or come from the Pay Cycle Manager.

Pay Cycle Process Flow

The individual processes—such as payment selection, payment creation, EFT formatting, printing checks, and creating positive payment files—that turn vouchers into payments are referred to collectively as the pay cycle and are all processed by the Pay Cycle process.

Diagram of the process flow for the Pay Cycle process (not all of the processes indicated would necessarily be included in a single pay cycle).

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Related Topics

- Understanding Pay Cycle Processing
  The Pay Cycle process is a flexible tool. You can review payments after specific processing steps—such as after payment selection and before payment creation—and correct exceptions before proceeding to the next step. Or you can run the Payment Selection and Payment Creation processes together if you do not need to review the

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payments after selection. If you have a large payment run and only a very small percentage of exceptions, you do not have to delay payment processing—you can continue the current pay cycle, resolve exceptions, and then process the payments in a different pay cycle run.

Pay Cycle Statuses

The Pay Cycle Manager is the place to go any time during this process of creating payments. It tells you exactly where your payments are in the payment process and keeps you informed of the current status of a pay cycle.

Status	Meaning
Approved	Pay cycle has been approved.
Certified	(USF) Pay cycle has been approved by an authorized certifier. For U.S. Federal agencies only.
Completed	The Pay cycle is finished. You can start payment selection again using the next payment dates.
Confirmed	You have successfully confirmed that the payment references are correct on the Confirm Payment Reference page.
Created	Payments are ready to print. If EFT payments are being processed, the files are ready to format or be sent through the approval process.
Exceptions	Pay cycle exceptions have been found.
Formatted	The formatting process for the positive payment file has finished successfully.
New	When you create a pay cycle, its status is New.
No work	No payments have been selected or created for processing.
Printed	Payments are printed or data has been written to a file.
Rejected	Pay cycle has been rejected.
Reset	Pay cycle has been reset. Payment Selection can be run again.
Restarted	Pay cycle has been restarted and is ready for Payment Creation.
Running	One of the Pay Cycle processes is currently running.
Selected	Payment selection has finished successfully.
Staged	Payment selection has finished successfully and Draft payments have been successfully staged.
To Be Certified	(USF) Pay cycle is awaiting approval by authorized certifier. U.S. Federal agencies only.

Pay Cycle Exceptions

The Pay Cycle Manager page notifies you of any exceptions that might occur during processing and transfers you to the appropriate page so that you can decide how best to handle these conditions. These exceptions pages include:

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- Pay Cycle Errors page.
- Lost Discount Alert page.
- Discounts Denied page.
- Withholding exception page.
- Bank Replacement Exceptions page.
- Pay Cycle Financial Sanction Warnings page.

Related Topics

- Understanding Federal Payment Processing
  This section discusses:

Draft Payments

During the Pay Cycle process, draft payments go through three steps:

Term	Definition
Payment Selection	You select draft payments when you define your payment selection criteria. The batch process sequentially evaluates the vouchers and selects the payment schedules to be processed using the criteria that you established.
Draft Staging	The Draft Staging Application Engine process (AP_DFT_PROC) is called by the Pay Cycle process and creates a temporary or virtual view of split draft payments. After payment selection, drafts are created and grouped by draft ID. If you select draft optimization or draft rounding, the system creates a Draft Master ID for all split payments. The system assigns sibling Draft Create keys and groups all split payments under the draft master ID. You approve or reject scheduled draft payments in Draft Staging Approval before they are created on the Draft Staging Approval page at the draft maser ID level.
Payment Creation	After you approve the drafts, the Payment Creation process creates draft payments. You can then print draft payments or generate EFT drafts before the draft due date. Drafts contain the draft identification number, the draft amount, and the draft maturity date.

Related Topics

- Understanding Draft Processing
  This section discusses:
- Reviewing Draft Payments

Payment Formatting

PeopleSoft Payables provides powerful payment formatting capabilities that let you build a variety of payment forms to meet your business needs. The following table lists the standard

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payment forms that PeopleSoft Payables provides, along with the output processes called by the Pay Cycle process to produce the payment file:

Description	Output Process Name	Type of Process
Draft EFT file	FIN2025	SQR
Draft EFT file with advice	APX2027	BI Publisher
Stub over check with advice	APY2021X1	BI Publisher
Check with separate advice	APY2021X1	BI Publisher
Check over stub with overflow	APY2021X1	BI Publisher
File copy	APX2021	BI Publisher
Stub over draft with advice	APX2021	BI Publisher
EFT file	FIN2025	SQR (Structured Query Report)
EFT file with advice	APX2027	BI Publisher
Check file layout	APX2021	BI Publisher
Giro-EFT file	APX2021	BI Publisher
Giro-EFT file with advice	APX2027	BI Publisher
Letter of credit advice	APY2028X	BI Publisher
Positive payment form	APY2055	
Wire report	APX2027	BI Publisher

Related Topics

- Understanding PeopleSoft Payables Payment Formats
  This section discusses:

Separate Payments

Typically, multiple scheduled payments to one supplier in a pay cycle are bundled into one payment. This is not the case when the supplier payment options specify separate payments for each scheduled payment,

You can specify:

- Separate payments for a scheduled payment upon voucher entry.
- Separate payments for a scheduled payment on the Pay Cycle Data Details page after Payment Selection processing.
- That the scheduled payments have different payment handling codes. In this scenario, the system produces one payment for each handling code.

Payment Sorting

PeopleSoft Payables sorts payments at two hierarchical levels, payment handling code sequence and sort field sequence.

The first in priority is the payment handling code sequence, which you set up on the Payment Handling Codes page. If you give a high sequence number (the delivered number is 99) to the payment handling code *HD* or *High Dollar Payment* (which is applicable not just to dollars, but to any large amount payment), then any payment that is assigned a payment handling code of *HD* will be among the last to be produced by your output process (that is, printed last), and will therefore be at the top of your pile of checks, ready for any special handling, such as special

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signatures. This functionality works in conjunction with your bank account setup; when you set up bank accounts, you can select to override the payment handling code on a voucher with the *High Dollar Payment* code for any voucher that exceeds a specified amount.

The second in priority is the sort sequence by payment field that you define for each form ID on the Sort Fields page. You can define check sorting sequence by any of the following payment fields:

- Remit Zip Code
- Payment Handling
- Bank SetID
- Bank Code
- Bank Account
- Payment Method
- Remit SetID
- Remit Supplier
- Name 1

> **Note**
>
> To print payments in dollar amount order, you must first run a script and configure fields on the Sort Fields page. This is fully discussed in the documentation for Specifying Payment Form Attributes.

Related Topics

- Specifying Payment Form Attributes
  To specify payment forms attributes, use the Payments Forms component (PYMNT_FORM_PYMNT).
- PeopleSoft Source to Settle Common Information: Defining Payment Handling Codes
- PeopleSoft Banks Setup and Processing: Sort Fields Page
- PeopleSoft Banks Setup and Processing: External Accounts - Account Information Page

Check Payments That Never Reach the Banking System

After the system creates payments, it automatically marks as reconciled those check payments that never reach the banking system, such as:

- Voided checks.
- Alignment checks.
- Overflow checks.

Pay Cycle Processing Using the PeopleSoft Payables Payment Interface

When you process pay cycles that include payments imported through the PeopleSoft Payables Payment Interface, such as payments sourced from PeopleSoft Expenses and PeopleSoft Treasury, you must process the pay cycles serially, one pay cycle at a time. If

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multiple pay cycles that include imported payments from the same source are run at the same time, payments may be generated more than once for the same source document.

If you are using PeopleSoft Expenses to generate cash advance and expense report payments, after Pay Cycle Manager has finished, you can also perform the PeopleSoft Expenses' Consolidate Supplier Payment process. This process include the following tool that enable you to review and manage the supplier consolidated payment reconciliation process: Supplier Payments Export to File Application Engine process (EX_VNDPT_EXP) that creates a flat file of corporate card suppliers payments, which can be saved as a spreadsheet.

Related Topics

- Understanding the PeopleSoft Payables Payment Interface
  As delivered, the Payment Interface feature supports these payments:

Pay Cycle Processing Using the PeopleSoft Financial Gateway

This section discusses:

- Pay Cycle processing through PeopleSoft Financial Gateway.
- Payment cancellation.
- Payments in error.

Pay Cycle Processing Through PeopleSoft Financial Gateway

You can submit approved payments electronically through the PeopleSoft Financial Gateway, using Pay Cycle Manager. The PeopleSoft Financial Gateway can be considered a web service agent or service oriented architecture (SOA). It provides certain PeopleSoft financial applications with payment processing capabilities, such as formatting payments, message acknowledgement, security features, and direct communication to financial institutions.

The Pay Cycle Manager settles only payments of EFT, ACH, and WIR payment methods through PeopleSoft Financial Gateway.

For wires, how you settle wires causes different results. When the system settles wires through Pay Cycle Manager, it results in the Pay Cycle process producing just an advice. If the system settles wires through PeopleSoft Financial Gateway, the system uses the defined form ID and layout for the electronic settlement. In addition, the system changes the wire label from *wire report* to *wire* because it is no longer simply producing a hard-copy report.

> **Note**
>
> You control whether an approved payment is processed through the PeopleSoft Financial Gateway by selecting a check box on the External Accounts - Payment Methods page. If you do not want a payment settled through PeopleSoft Financial Gateway, you should deselect this check box prior to scheduling payments on the voucher.

Certain PeopleSoft Payables processes help create the PeopleSoft Financial Gateway specific payments:

- During the Pay Cycle payment selection and creation processes, the system flags all payments marked for Financial Gateway settlement. This process also:
  - Groups payments based on certain criteria, which includes layout code and settle through field information.

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  - Validates that the correct payment layout code is used if the bank replacement functionality is used.

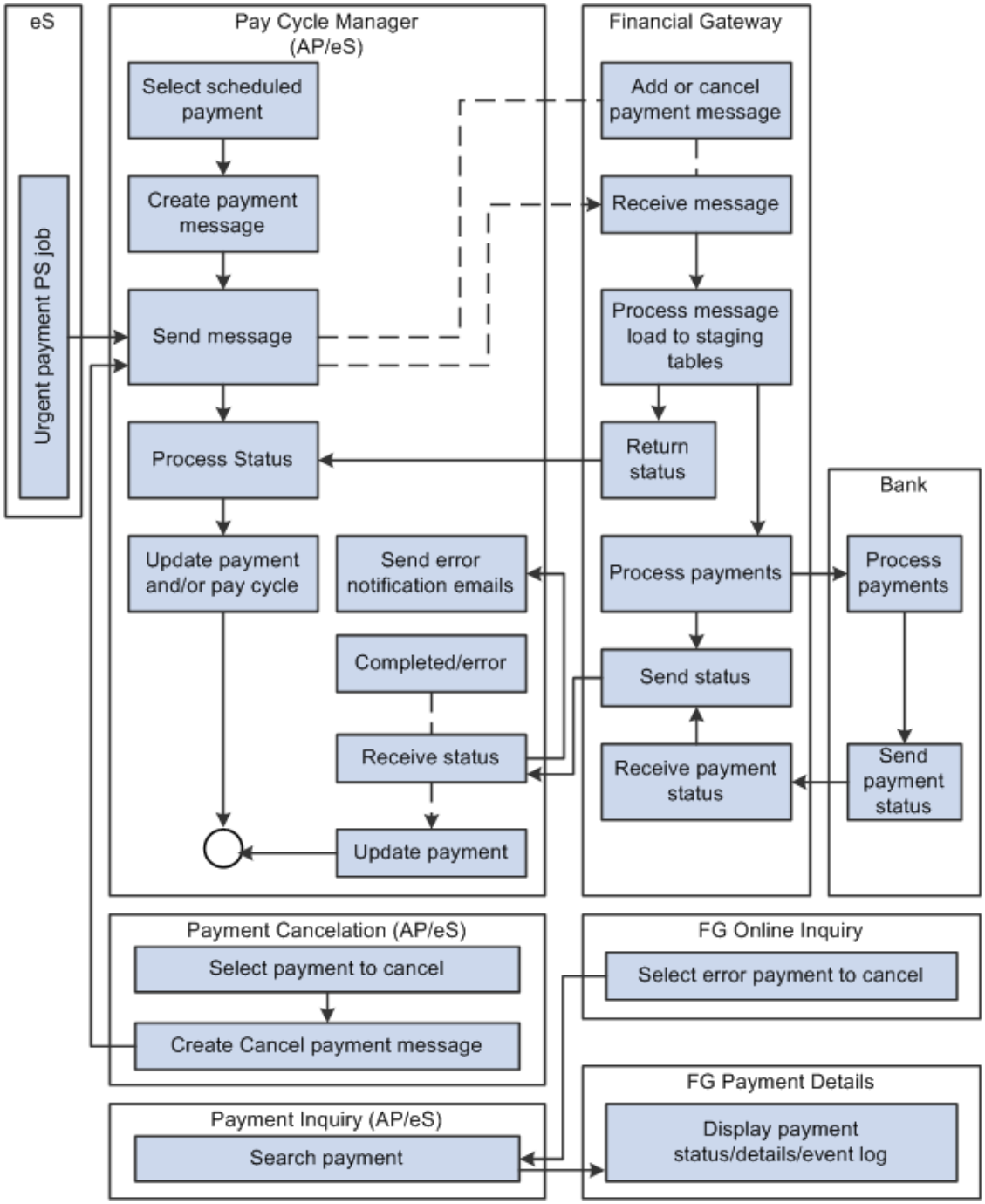
- During the Voucher Build Application Engine process (AP_VCHRBLD), the system validates the correct layout code.
  - If the layout code is undefined on the Supplier Pay table (VENDOR_PAY), the process retrieves the default value from the Bank Payment Layout table (BANK_PYMNT_LYT).
  - If the layout code is defined on the Supplier Pay table, the process validates this value against values stored in the Bank Payment Layout table and ensures that the layout can be settled by PeopleSoft Financial Gateway.

After payment selection and creation, the system inserts these Financial Gateway specific payments into a new pay cycle process row in the pay cycle result grid (PYCYCL_STATRPT) in Pay Cycle Manager. Clicking the **Process** button causes the system to:

1. Invoke the Payables Financial Gateway Application Engine process (AP_FG_PROC), which creates payment messages. Payment messages hold both the general settlement information (such as bank, routing, supplier bank, and payment advice information) and payment information. In addition to exchanging messages with the PeopleSoft Financial Gateway, the Payables Financial Gateway process and the AP Payment online Application Class handle various background processing tasks for payments; for example, they populate temporary and staging tables with payment data and update payment statuses.
2. Assign a unique Financial Gateway payment ID number.
   - Based on the number defined in maximum transactions per message in the Financial Gateway Installation table (INSTALLATION_FG), the system limits the number of payments held in each payment message. Exceeding this limit triggers the creation of the next payment ID.
   - You set the payment ID on the Source Registration page in the PeopleSoft Financial Gateway functionality. The batch name is an identification number to represent all the payments for a pay cycle, consisting of a concatenated string of the pay cycle ID number and the pay cycle sequence number.
3. Load payments to PeopleSoft Financial Gateway tables for further processing and transmittal to the bank after PeopleSoft Financial Gateway receives the payment message from PeopleSoft Payables.
4. Send acknowledgement messages to PeopleSoft Payables indicating whether the payment dispatch process is successful.
   - If successful, PeopleSoft Payables updates the payments' status to *Loaded.* When requested by the PeopleSoft Financial Gateway, the status is then updated.
   - If unsuccessful, PeopleSoft Financial Gateway sends error messages to PeopleSoft Payables. PeopleSoft Payables consolidates the messages before sending error notification to the user through email (you enable the error notification function by entering a user ID on the Payment Selection Criteria page).
5. Schedule and transmit the payments to the bank, sending asynchronous acknowledgement messages back to PeopleSoft Payables containing payment information. PeopleSoft Payables uses this information to update the payments' status to *Paid, Error,* or other statuses. During this part of the process, the Financial Gateway payment information appears on various PeopleSoft Financial Gateway and PeopleSoft Payables inquiry pages.

This diagram shows the integrations between PeopleSoft Payables and PeopleSoft Financial Gateway.

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Note

If the Financial Gateway Application Engine process ends abnormally during processing, you can restart the process using the Process Monitor in the Process Scheduler. The process begins again from where it ended.

When the payment processing is complete, you can use the following pages to review information:

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PeopleSoft Payables pages:

- Pay Cycle Details (PYCYCL_DATA_INQ).
- Pay Cycle Approval (PYCYCL_APPROVAL).
- Payment Inquiry (PYMNT_INQ_SRCH).

PeopleSoft Financial Gateway pages:

- Review Payments (PMT_INQUIRY).
- Review Payment Details (PMT_LIFE_CYCLE_INQ).
- Review Payment Files (PMT_FILE_DEFN).
- Review Acknowledgement Files (PMT_FILE_ACK_DEFN).

Payment Cancellation

You can cancel payments that display a settlement status of *Loaded, Hold,* or *Error.* Canceling a Financial Gateway payment triggers the following system actions:

1. The system sends a cancel message to PeopleSoft Financial Gateway.

   When you use the Mass Payment Cancellation component (AP_PMT_MASS_CNL) to cancel multiple payments, the system sends multiple cancel payments in a message to PeopleSoft Financial Gateway.

2. PeopleSoft Financial Gateway receives the message, and manages the cancel request depending on the settlement status.

   - *Loaded:* Payments with a loaded status may be on the staging table and pending transmission to the bank, or they may be in active transmission to the bank.

     If the payment is still pending transmission, PeopleSoft Financial Gateway removes the payment from the staging tables and sends an acknowledgement message back to PeopleSoft Payables. PeopleSoft Payables then updates the payment's status to *Canceled.*

     If the payment is in active transmission, PeopleSoft Financial Gateway prohibits the cancellation and sends an error message to PeopleSoft Payables. For these situations, you must wait for PeopleSoft Payables to display a payment status of *Paid,* and then cancel the payment.

   - *Hold:* For held payments, PeopleSoft Financial Gateway removes the payment from the staging tables and sends an acknowledgement message to PeopleSoft Payables. PeopleSoft Payables then updates the payment's status to *Canceled.*

   - *Error:* PeopleSoft Financial Gateway holds payments on the staging tables due to errors encountered during PeopleSoft Financial Gateway or bank processing. To cancel payments in error, PeopleSoft Financial Gateway updates the staging and update error tables and sends an acknowledgement message to PeopleSoft Payables. PeopleSoft Payables then updates the payment's status to *Canceled.*

     When you cancel multiple payments, use the Mass Cancellation Job page to view errors encountered through the PeopleSoft Financial Gateway.

In some cases, payment statuses may be out of synchronicity between PeopleSoft Payables and PeopleSoft Financial Gateway. When a payment has a *Canceled* status in PeopleSoft Payables, no messages are transmitted between PeopleSoft Payables and PeopleSoft Financial Gateway. "Out of sync" payment statuses generally occur when users reverse and save a canceled payment. At **Save,** the system displays a warning message stating that saving the reverse canceled payment may disrupt the synchronization between the two systems.

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Payments in Error

During processing through the PeopleSoft Financial Gateway functionality, the system marks payments that have processing errors, and sends individual or batch messages to PeopleSoft Payables that the payments cannot be settled. The system then sends payment error notification emails to specified user IDs if you define the required notification parameters, such as user's email address in user preference and user ID in the payment selection criteria. This payment error notification email contains payment error summary information and a link to the Pay Cycle Error page for error correction.

As error payments can be related to different pay cycles, the system first determines if the payment requires email notification, then bundles those errors requiring notification together into a single email.

See Setting Up the PeopleSoft Financial Gateway Integration.

Related Topics

- Understanding Pay Cycle Processing
  The Pay Cycle process is a flexible tool. You can review payments after specific processing steps—such as after payment selection and before payment creation—and correct exceptions before proceeding to the next step. Or you can run the Payment Selection and Payment Creation processes together if you do not need to review the payments after selection. If you have a large payment run and only a very small percentage of exceptions, you do not have to delay payment processing—you can continue the current pay cycle, resolve exceptions, and then process the payments in a different pay cycle run.
- Understanding PeopleSoft Payables Payment Formats
  This section discusses:
- Understanding the PeopleSoft Payables Payment Interface
  As delivered, the Payment Interface feature supports these payments:
- Understanding Additional Payment Processing Options
  The payment process routine should satisfy your business needs, but there may be times when you need additional options. If you need to print a check immediately, for example, you cannot wait for the next pay cycle run. For this reason, PeopleSoft Payables provides additional payment processing options.
- Understanding Prepayment Processing
  This section discusses:
- Understanding Draft Processing
  This section discusses:
- Understanding Federal Payment Processing
  This section discusses:

Common Elements Used in Pay Cycle Processing

Field or Control	Description
Pay Cycle	Displays the ID and description of the pay cycle that is being processed.
Remit Supplier	Displays the remit supplier number.
Total	Displays the total dollar amount of the selected payments.

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Field or Control	Description
Voucher	Displays the voucher ID.
Sched Pymnts (scheduled payments)	Displays the total number of scheduled payments.
Seq Number (sequence number)	Displays the pay cycle sequence number. Each time you process a pay cycle, it is assigned the next sequence number.
Status	Displays the status of the pay cycle.

Running and Managing Pay Cycles

This section discusses how to process and manage pay cycles.

Page Used to Run and Manage a Pay Cycle

Page Name	Definition Name	Usage
Pay Cycle Manager Page	PYCYCL_MGR	Run and manage the Pay Cycle process, from Payment Selection through output processing (printing checks and advices, producing EFT files, and so forth). Transfer to pay cycle exceptions pages and pay cycle detail and summary data pages, where you can handle exceptions and hold, exempt, or separate payments. View Pay Cycle processing status and results.

Pay Cycle Manager Page

Use the Pay Cycle Manager page (PYCYCL_MGR) to run and manage the Pay Cycle process, from Payment Selection through output processing (printing checks and advices, producing EFT files, and so forth).

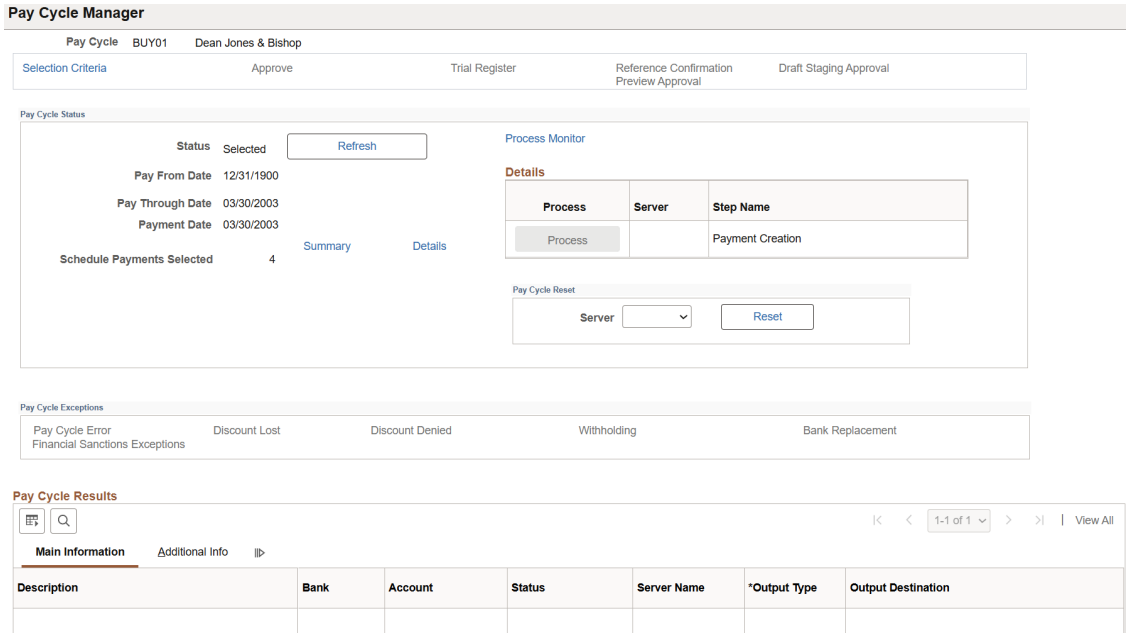
Transfer to pay cycle exceptions pages and pay cycle detail and summary data pages, where you can handle exceptions and hold, exempt, or separate payments. View Pay Cycle processing status and results.

Navigation:

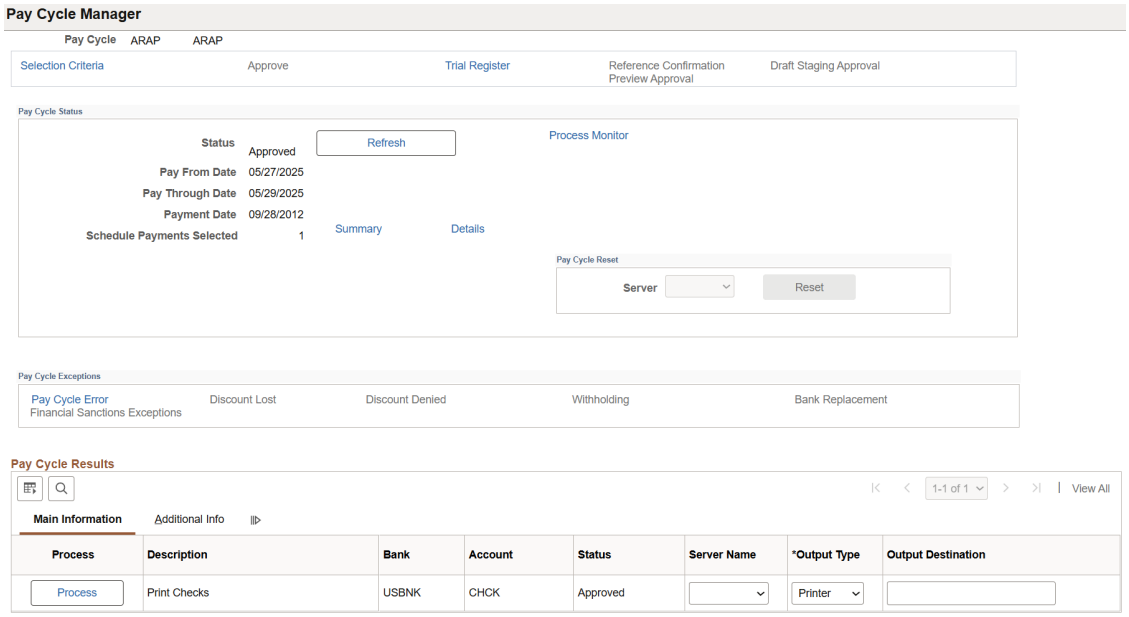
Accounts Payable, and then **Payments**, and then **Pay Cycle Processing**, and then **Pay Cycle Manager**

This example illustrates the fields and controls on the Pay Cycle Manager page before processing payment selection and creation. You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the Pay Cycle Manager page after processing payment selection and creation and before processing output processes. You can find definitions for the fields and controls later on this page.



Starting the Pay Cycle

Start the pay cycle by clicking the **Process** button for either Payment Selection or Payment Selection & Creation. The Pay Cycle Manager searches for all banks and payment methods defined for the pay cycle. Each type of output is placed in a row in the **Pay Cycle Results** grid after the Payment Creation process has finished. You can enter an output destination for each row or accept the output destination that is supplied by default from the User Preferences.

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Pay Cycle Processes and Output Processes

Pay cycle processes are the applications that must run before you start receiving output from each bank account or payment method. These processes can consist of Payment Selection, Draft Staging, and Payment Creation, individually. You can run them all together by selecting Payment Selection & Creation. Click the **Process** button next to the process that you want to perform.

After all pay cycle processes are run, the pay status changes to *Created* or *Approved,* depending on whether user approval is required. If approval is required, you perform approval at this point. You are now ready to produce an output file. All output processes are listed in the **Pay Cycle Results** grid near the bottom of the page. A process button exists for each output process that can be generated for the pay cycle (for example, printing a check for a different bank account, printing an advice, or generating EFT files). After you have run the output process once, the **Process** button changes to **Recreate,** which links you to the Recreate Checks page, where you can re-create payments. The Pay Cycle status does not change to *Complete* until you have finished running all output processes.

> **Note**
>
> (USF) If you are a U.S. Federal customer who requires payment schedule certification, this certification must occur after Payment Selection. This means that you must run Payment Selection and Payment Creation separately.

> **Note**
>
> When you run multiple pay cycles in parallel and in large volume, Oracle recommends that you set up different business units and banks in pay cycles to avoid contention issues. Running several pay cycles in parallel for the same bank may cause processing issues.

Common Page Information

Field or Control	Description
Selection Criteria	Click to access the Payment Selection Criteria component (PYCYCL_DEFN) where you can create or update a pay cycle.
Approve	Click to access the Pay Cycle Approval component (PYCYCL_APPROVAL). The link is active when the pay cycle requires user approval and the pay cycle status is *Created.*
Trial Register	Click to access the Register run control component (RUN_APY2030). This link is active after you run both the Payment Selection and Payment Creation subprocesses.
Reference Confirmation	Click to access the Payment References page, where you can confirm that the system reference number matches the reference number on your preprinted check stock.

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Field or Control	Description
Draft Staging Approval	Click to access the Draft Staging Approval page, where you can approve or reject a draft payment before running Payment Creation. The link is active after you process Draft Staging.
Preview Approval	Click to view the pay cycle approval history. The link is active only when the pay cycle status is *Created*.

Field or Control	Description
(USF) Pay Cycle Certification	Click to access the Pay Cycle Certification page, where you can certify or reject a payment schedule before running Payment Creation. For U.S. Federal agencies only. You must enable certification for the pay cycle on the Payment Selection Criteria - Preferences page.

Pay Cycle Status

Field or Control	Description
Status	Displays the current status of the pay cycle. A *New* status indicates that this is the first time that the pay cycle is being run. See Pay Cycle Statuses.
Pay Through Date	Displays the last scheduled payment date that a voucher can have to be included for payment in the pay cycle.
Payment Date	Displays the date that prints on checks or shows on other payment methods in the pay cycle. It can differ from the pay through date.
Schedule Payments Selected	Displays the number of scheduled payments to be processed. For payments with pay cycle status *Completed* on Pay Cycle Manager, the number of payments will be reset to Zero only when next payments for that pay cycle is run.
Refresh	Refreshes the Pay Cycle Manager page, displaying the most current status. Some Pay Cycle processes must be complete before the next process can start. While these processes are running, the status for the pay cycle is *Running*. Clicking the **Refresh** link updates the page so that you can see whether the pay cycle is ready to advance to the next step.

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Field or Control	Description
Update Payment Advice	This button appears if you run a pay cycle with *EXPN* defined as a source. Clicking this button will encrypt the credit card number for EXPN transactions listed in the payment advice table and remove any related information from the temp table. After you click this button, a message will appear. Click **OK** to update the Payment Advice table with encrypted credit card numbers, if any, and remove any related information from the temp table. After you click the **Update Payment Advice button,** it will no longer appear on the page. If you do not click this button, the unencrypted credit card data will be saved to the Payment Advice table. When this paycycle is run again, users can click the button to clean all of the current and previous data.
Summary	Click to transfer to the Pay Cycle Summary page, where you can view payment information about scheduled payments, summarized by bank account and payment method. This link becomes available after Payment Selection is complete.
Details	Click to transfer to the Pay Cycle Details page, where you can search scheduled payments by various search criteria, such as business unit, invoice, or supplier ID. You can also hold individual scheduled payments, exempt them from pay cycle processing, or flag them as separate payments. This link becomes available after Payment Selection is complete.

Process

Each row contains a **Process** button, a **Server** field, and a display-only description of an available pay cycle process. Some processes are available only if you are creating certain types of payments. For example, Draft Staging is available only if you are processing draft payments.

Processes are not available and no longer appear after they have been completed.

To run a process, select a server and click the process button for the process row. The server drop-down list box shows only servers that have a status of *Running* on the Process Monitor Server List page. The system performs validation before a process is initiated to ensure that the Process Scheduler server is currently running.

The standard processes are:

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Field or Control	Description
Payment Selection	Runs the Payment Selection process only, so that you can review and handle pay cycle exceptions, take action on individual scheduled payments using the Pay Cycle Details page, and certify payment schedules (for U.S. Federal agencies only) before you run the Payment Creation process. If you are processing drafts, run the Payment Selection process alone to enable you to then run the Draft Staging process alone. This enables you to use Draft Staging Approval before you run the Payment Creation process.
Payment Selection & Creation	Runs all processes in one step, including Payment Selection, Draft Staging (if necessary), and Payment Creation. You cannot perform any exception handling, take action on individual scheduled payments, certify payment schedules (U.S. Federal only), or use draft staging approval. **Note:** This option is unavailable for U.S. Federal agencies or for PeopleSoft eSettlements users if Pay Cycle Payment Approval is enabled at buyer registration.
Draft Staging	Runs the Draft Staging process. Draft staging groups the draft payments, then performs draft rounding and draft optimization, according to your payment selection criteria. You can approve or reject the draft payments on the Draft Staging Approval page. You must either approve or reject draft payments before the Payment Creation process. This option is active only if you are processing draft payments and you have run the Payment Selection process.
Payment Creation	Runs the Payment Creation process to prepare payments for output processing. This option is available only after you have run the Payment Selection process—or, if draft payments are in your pay cycle, after you have run the Draft Staging process.

Pay Cycle Reset

Field or Control	Description
Server	Select a server on which to run the pay cycle reset process.
Reset	Click to initiate a process to clear all of the scheduled payments currently being processed in the pay cycle. This button is active during Payment Selection if the pay cycle is rejected or if a system error occurs, such as a server running out of storage memory or a power failure. The button remains active until the Pay Cycle status is *Approved.*

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Pay Cycle Exceptions

The links in this group box become active only if pay cycle exceptions exist after the Payment Selection, Payment Creation processes, or both have been run. If a payment is marked with an exception (except for discounts lost exceptions), it is rejected for further processing within the pay cycle. You must either correct or override the exception and run the payment as part of another pay cycle.

Field or Control	Description
Pay Cycle Error	Click to access the Pay Cycle Error page, where you can view errors encountered during this pay cycle run.
Discount Lost	Click to access the Lost Discount Alert page, where you can review and handle potential lost discounts calculated during the Payment Selection process.
Discount Denied	Click to access the Discounts Denied page, where you can review discounts that were not taken because they failed discount evaluation (that is, the bank interest earned on the net voucher amount is greater than the amount of the discount that you would gain by paying early).
Withholding	Click to access the Withholding Exception page so that you can review and handle withholding exceptions generated during pay cycle processing.
Bank Replacement	Click to access the Bank Replacement Exceptions component, where you can review bank replacement exceptions generated during pay cycle processing. Some bank replacement exceptions appear after Payment Selection; others appear only after Payment Creation.
Financial Sanctions Exceptions	Click to access the Pay Cycle Financial Sanction Warnings page, where you can review financial sanctions exceptions generated during pay cycle processing. If the system validates the suppliers during the Selection process and the supplier's financial sanctions status changes to *Review,* the system creates payment validation errors for this supplier's payments. The system also adds this supplier to the Financial Sanctions Validation Log page. See Pay Cycle Financial Sanction Warnings Page.

Pay Cycle Results - Main Information tab

When the Payment Creation process is complete, the Pay Cycle Results grid displays a row of data for each output process that must be run to generate payment files and negotiable documents. For EFT payments, because all payments regardless of bank account run as one output process, only one EFT row can appear. For checks, advices, positive payment files, and file copies, each bank account and payment method combination runs as a separate output process. This means that multiple check rows, positive payment rows, and so forth can appear in the grid.

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Field or Control	Description
Process	Click to initiate an output process, such as creating an EFT file or printing checks or advices. **Note:** Depending on the output process, you may need to click the Process button repeatedly when each subprocess within the output process is run.
Recreate	Click to access the Recreate Checks page, where you can re-create an EFT file or reprint checks. When the button is labeled **Recreate Positive Pay,** you can click it to re-create a positive payment file.
Server Name	Select a specific Process Scheduler server from which to run the pay cycle output process.
Output Type	Displays the resulting output type. Values are: *File:* Specifies that the pay cycle output is created in a file format. This is used for electronic payment formats, such as EFT or ACH payments. *Printer:* Specifies that the output is printed on the selected printer. This is used for printed payment formats, such as for system checks or advices. *Web:* Specifies that the output file is sent to the Report Repository and authorized users can download the output file using the Report Manager. You do not need to specify an output destination if you select this option. If you distribute output files using the *Web* option, you must set up distribution options using the Process Schedule Manager. When the report or output file is generated in the report repository, select the **View** link on the Report List page in the Report Manager to access the Report/Log Viewer. Click the report link on the Report/Log Viewer and you will have the option to open the file online or download the report file. **Note:** The Pay Cycle report for the APY2021X1 process is generated and named using a format that contains the form ID, bank name, bank account, and the payment method involved.
Output Destination	Specifies the output file directory or the printer name for the output file creation. If *File* is selected, the **Output Destination** value is supplied by default from the server file destination specified on the User Preferences - PayCycle page. You can override the default with a valid directory path, but remember that a meta string (such as %%OutputDirectory%%) is not permitted. You must specify a full directory path with a backslash at the end (for example: C:\TEMP\).

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Pay Cycle Results - Additional Info tab

Field or Control	Description
Instance	Displays the process instance for the latest process that you initiated for the row.
Payment File	Displays the name of the payment output file that is created.
Form ID	Displays the form ID specified on the bank account definition for the document formatting.
Positive Pymnt (positive payment)	Specifies the positive payment form ID on the bank account definition for formatting the positive payment file. This applies only to system checks.
File Copy Form	Displays the form ID specified on the bank account definition for formatting check copy files. You enable file copying and specify the file copy form ID on the External Accounts - Payment Methods page.
First Payment	Displays the beginning payment reference number for the pay cycle.

Resetting Pay Cycles

You can reset a payment cycle in the Pay Cycle Manager if you decide against creating any payments for the selected vouchers. This option enables you to deselect vouchers for payment after you run a pay cycle, but before you print the checks. You can reset a pay cycle after Payment Selection, but to reset after Payment Creation requires extra steps. To reset after Payment Creation, go through Pay Cycle Approval to reject the pay cycle. Then perform the reset.

> **Note**
>
> PeopleSoft Payables marks vouchers as selected when Payment Selection runs. No other transactions can occur on the selected vouchers. If you decide not to produce payment files or print checks for these vouchers, reset the selection so that a later pay cycle can reselect the vouchers.

> **Note**
>
> Resetting a pay cycle that is using bank account replacement reverses the bank replacement. For example, assume that a payment is coming from bank account A, and that during the pay cycle, bank account B replaces bank account A. If you reset the pay cycle for this payment, the payment reverts to the original account, which is bank account A.

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> **Note**
>
> If EFT and ACH prenotes are included in the pay cycle, the system reverses the prenote status on the Supplier Information component (VNDR_ID) from *Pending* to *New* when you reset a pay cycle.

Completing the Pay Cycle

When you have successfully selected your payments, viewed and processed any exceptions, generated payments, approved the pay cycle, produced payment outputs, confirmed payment reference numbering, and formatted and produced the positive payment file (if required), the Pay Cycle Manager shows a status of *Completed.*

> **Note**
>
> While running the pay cycle in case the payment reference number value exceeds the check digit length specified in the bank payment methods, then the pay cycle process excludes those payments and lists them as errors. Click the Pay Cycle Errors link on the Pay Cycle manager page to access the Pay Cycle Errors Page and view the error details. You can also view the details in the process monitor message section.

Related Topics

- Understanding Pay Cycle Processing
  The Pay Cycle process is a flexible tool. You can review payments after specific processing steps—such as after payment selection and before payment creation—and correct exceptions before proceeding to the next step. Or you can run the Payment Selection and Payment Creation processes together if you do not need to review the payments after selection. If you have a large payment run and only a very small percentage of exceptions, you do not have to delay payment processing—you can continue the current pay cycle, resolve exceptions, and then process the payments in a different pay cycle run.
- Understanding Federal Payment Processing
  This section discusses:

Reviewing Vouchers Selected for Payment

After you complete the Payment Selection process, you might need to review the voucher payments that have been selected for payment, place certain payments on hold, temporarily exclude some from the pay cycle, enforce separate payments for some, or review total payment amounts for the pay cycle by various criteria before you proceed with the Payment Creation process and your output processes.

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Pages Used to Review Vouchers Selected for Payment

Page Name	Definition Name	Usage
Pay Cycle Details Page	PYCYCL_DATA_INQ	View pay cycle payments using various search criteria and, as long as Payment Creation has not been run, select individual payments for exemption from the pay cycle, place payments on hold, or flag them for separate payment.
Pay Cycle Summary Page	PYCYCL_DATA_SUM	View pay cycle data summarized by bank account and payment method.
Pay Cycle Summary Metric Page	MTRC_AP_PYCYCL	View pay cycle data summarized by bank account and payment method in a bar chart.

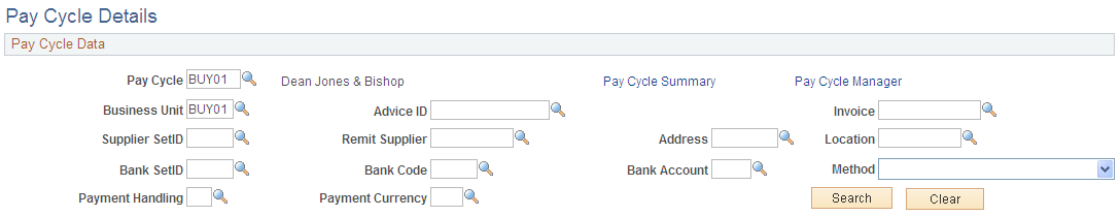
Pay Cycle Details Page

Use the Pay Cycle Details page (PYCYCL_DATA_INQ) to view pay cycle payments using various search criteria and, as long as Payment Creation has not been run, select individual payments for exemption from the pay cycle, place payments on hold, or flag them for separate payment.

Navigation:

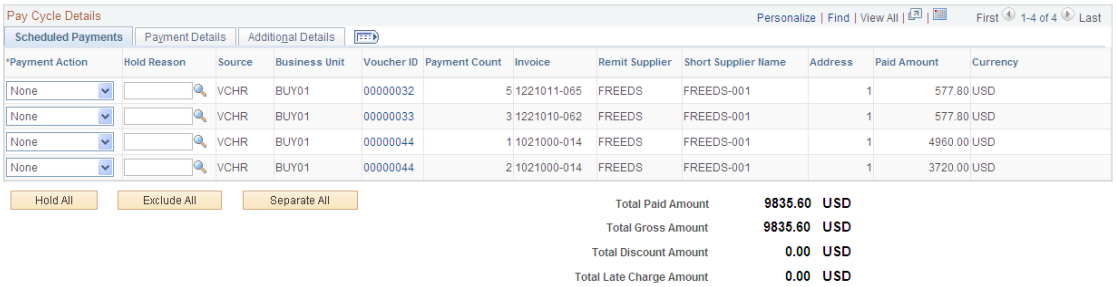
- **Accounts Payable**, and then **Review Accounts Payable Info**, and then **Payments**, and then **Detail Data**, and then **Pay Cycle Details**
- Click the **Details** link on the Pay Cycle Manager page.
- Click the **Details** link on the Pay Cycle - Express Payments page.

This example illustrates the fields and controls on the Pay Cycle 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 Pay Cycle Details page (2 of 2). You can find definitions for the fields and controls later on this page.

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Select a pay cycle and click the **Search** button to view all scheduled voucher payments selected for your current pay cycle. You can limit your search using the other fields. For example, you might want to limit your search to a certain business unit.

Scheduled Payments

You can view selected scheduled payments and take action to hold, exempt, flag as a separate payment, or hold and flag as separate.

Field or Control	Description
Voucher ID	Click to access the Voucher Inquiry page, where you can view details for the voucher.
Action	Select an action to perform on a selected scheduled payment. This field is available only after you run Payment Selection and before you run Payment Creation. Actions include: *Exclude:* Excludes the scheduled payment from the pay cycle. Unless you run a future pay cycle with a pay-from date that precedes the payment date on the excluded scheduled payment (and the payment meets the other selection criteria), this payment will not be picked up by a pay cycle again. *Hold:* Holds the payment from continued processing by the pay cycle. This payment will not be selected by a pay cycle again until you release the hold. *Hold & Separate:* Places the scheduled payment on hold and separate from any other payments to be paid to the same supplier from the same bank account and payment method. *None:* Takes no action. The payment remains selected and subject to processing in the current pay cycle run. *Separate:* Marks the scheduled payment to be paid separately from any other payments to this supplier from this bank account and payment method. **Note:** The system automatically sets all prepayment vouchers with an action value of *None* to ensure correct processing. You cannot change this default setting.

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Payment Details

This section displays general payment information, such as bank, account, payment method, and payment date.

Additional Details

This section displays additional payment information, such as pay group ID, EFT layout, and settle by method.

Action Buttons

Field or Control	Description
Hold All	Click to hold all scheduled payments in the pay cycle. These payments will not be selected by a pay cycle until you release the hold.
Exclude All	Click to exclude all scheduled payments in the pay cycle. These payments will not be selected by a pay cycle unless that pay cycle has a pay-from date that precedes the payment date on the excluded scheduled payment (and the payment meets the other selection criteria).
Separate All	Click to mark all payments in the pay cycle for separate payment.

Other Links

Field or Control	Description
Pay Cycle Summary	Click to access the Pay Cycle Summary page, where you can view pay cycle data summarized by bank account and payment method.
Pay Cycle Manager	Click to access the Pay Cycle Manager page.

Pay Cycle Summary Page

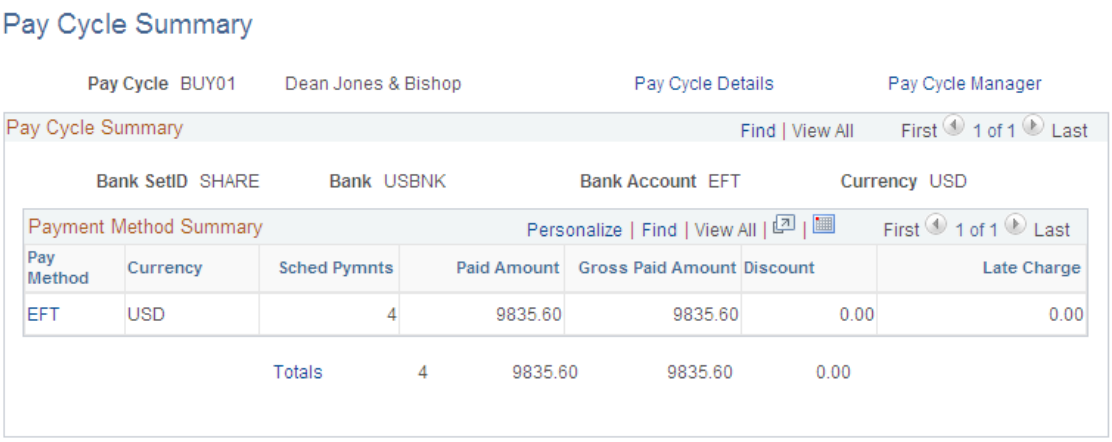
Use the Pay Cycle Summary page (PYCYCL_DATA_SUM) to view pay cycle data summarized by bank account and payment method.

Navigation:

- **Accounts Payable**, and then **Review Accounts Payable Info**, and then **Payments**, and then **Summary Data**, and then **Pay Cycle Summary**
- Click the **Summary** link on the Pay Cycle Manager page.
- Click on the **Summary** link on the Pay Cycle - Express Payments page.

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

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Payment Method Summary

Field or Control	Description
Pay Method	Click the payment method code to transfer to the Pay Cycle Details page, where you can view the selected scheduled payments for this payment method.
Totals	Click to transfer to the Pay Cycle Details page and display all the scheduled payments paid from this bank account.

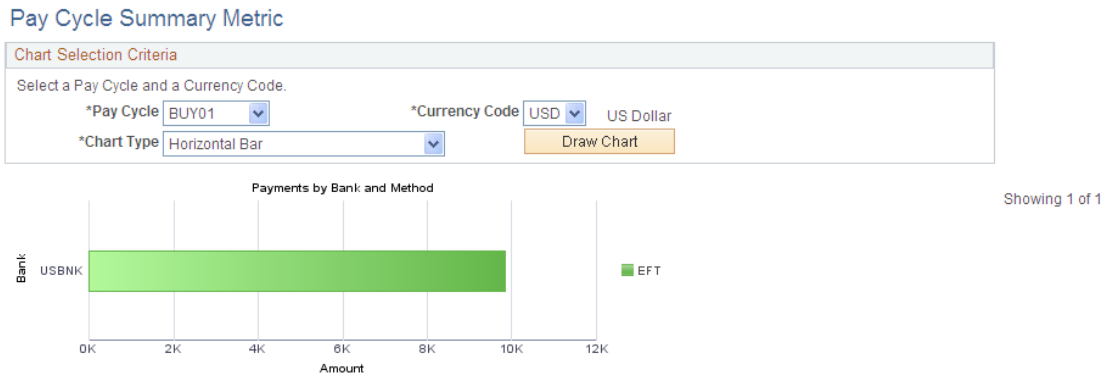
Pay Cycle Summary Metric Page

Use the Pay Cycle Summary Metric page (MTRC_AP_PYCYCL) to view pay cycle data summarized by bank account and payment method in a bar chart.

Navigation:

Accounts Payable, and then **Review Accounts Payable Info**, and then **Payments**, and then **Summary Metric**, and then **Pay Cycle Summary Metric**

This example illustrates the fields and controls on the Pay Cycle Summary Metric page. You can find definitions for the fields and controls later on this page.



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The Payments by Bank and Method chart is available for a pay cycle when Payment Creation has run, and displays all payment amounts for a single currency in the pay cycle, summarized by bank account and payment method. Clicking a bar on the chart displays the list of vouchers that are summarized and represented on the chart.

Field or Control	Description
Pay Cycle	Select a pay cycle to display its summary data in a chart.
Currency Code	Select the currency of the pay cycle payments that you want to view. Only one currency can be displayed at a time.
Chart Type	Select what kind of chart to display. The options are *Bar Chart, Horizontal Bar, Horizontal Stacked Bar, Percentage Stacked Bar,* and *Stacked Bar.* After the chart appears, you can change this option and click the **Draw Chart** button to display the new chart type.
Draw Chart	Click to display the Pay Cycle Summary chart using the parameters that you specified.

Pay Cycle Summary Metric On Accounts Payable WorkCenter

Pivot Grids on the Accounts Payable WorkCenter provides access to the Pay Cycle Summary Metric, which allows users to analyze data related to payments for a desired pay cycle or for multiple pay cycles. Data can be retrieved and analyzed by using various combinations of filters available on the Pay Cycle Summary Metric page. The main prompt fields for this Pay Cycle Summary Metric are *Pay Cycle*, *Display Currency*, *From Date* and *To Date*. Data is displayed in a grid based on the filter criteria, and a chart is drawn using values from the grid.

The Pivot Grid Drill Down page is used to view the pay cycle data summarized by bank account and payment method in a bar chart. By clicking any of the values on the grid, a detailed data grid appears. The Detailed data grid has a Related Action drop down, clicking which the system displays the Payment Inquiry page to give more details about the payments.

Related Topics

- Understanding the Payables WorkCenter - Queries Pagelet
  The Query section of the Reports/Queries tab includes links to Query Manager, public queries, private queries and pivot grids. Click on any link in the query pagelet to display that query or pivot grid in the transaction area of the workcenter.

Handling Pay Cycle Exceptions and Alerts

This section provides overviews of pay cycle alerts and financial sanctions validation, and discusses how to handle potential lost discounts and denied discounts. It also discusses how to view withholding alerts, Pay Cycle errors, bank replacement exceptions, and financial sanctions exceptions.

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Pages Used to Handle Pay Cycle Exceptions and Alerts

Page Name	Definition Name	Usage
Lost Discount Alert Page	PYCYCL_DSCNT_ALRT	View scheduled payments that you have not included in the current pay cycle with earned discounts that you may lose if you don't pay them before the next payment date.
Discount Denied Page	PYCYCL_DSCNT_DENY	View scheduled payments for which the system has denied a discount because waiting for the due date and earning the interest income during that time is better.
Withholding Exception Page	WTHD_EXCEPTION	View payments for which withholding errors occurred during pay cycle processing.
Pay Cycle Errors Page	PYCYCL_ERR	View pay cycle processing errors for a pay cycle. You can view general information on financial sanctions exceptions using the Pay Cycle Errors page. Use the Pay Cycle Financial Sanction Warnings page to access detail information about the financial sanctions exceptions.
Viewing Bank Replacement Exceptions	PYCYCL_BANK_EXPTN	Review bank replacement exceptions created during the Payment Selection process. These occur only when you apply a bank replacement rule to replace the bank account (optionally including payment method and currency) for all payments in a pay cycle.
Bank Replacement Exceptions - Payment Exceptions Page	PYCYCL_BANK_EXPTN1	Review bank replacement exceptions created during the Payment Creation process. These occur when you apply a bank replacement rule that includes any of the following options: Replace Bank with Another Bank, Replace by Currency, Replace by Individual Payment Limit, and Replace by Bank Maximum Limit. See Viewing Bank Replacement Exceptions
Pay Cycle Financial Sanction Warnings Page	PYCYCL_FNS_ERR	View detail information about financial sanctions exceptions for a pay cycle.

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Understanding Pay Cycle Alerts

This section discusses:

- General pay cycle alerts.
- Discount evaluation alerts.

General Pay Cycle Alerts

After you run the Payment Selection and Payment Creation processes, you may find that one or more of the links in the **Pay Cycle Exceptions** group box in Pay Cycle Manager becomes available. This means that you have an exception or an alert to view and handle. Some of these exceptions are logged after Payment Selection has finished; you can usually take immediate action to handle these exceptions before continuing with pay cycle processing. Others are logged only after Payment Creation is finished; these can be viewed as informational only, and usually require handling outside of the pay cycle pages before you run them in a later pay cycle.

Discount Evaluation Alerts

The Discount Evaluation feature compares the potential interest income with the discount amount and determines whether taking a discount is economically feasible.

PeopleSoft Payables uses the Number of Days in Year to compute the annual discount effective rate. PeopleSoft Payables is delivered with a default number of 360 days, in accordance with U.S. Federal specifications; but you can override that default on the External Accounts - Accounts Information page.

During the pay cycle, the system calculates the due dates for vouchers based on the invoice date, invoice receipt date, acceptance date, or constructive receipt date, in conjunction with the payment terms (interest rates versus payment discounts).

If the bank interest income is greater than the amount of the discount, the pay cycle drops the voucher from the process. If a payment is denied, the system provides a discount denied alert so that you can pay the voucher if you choose to.

Related Topics

- Creating, Updating, and Reusing Pay Cycles
  Use the Payment Selection Criteria component (PYCYCL_DEFN) to define pay cycles.
- PeopleSoft Banks Setup and Processing: External Accounts - Account Information Page

Understanding Financial Sanctions Validation

Oracle provides validation of your suppliers against financial sanctions lists (for example, the Specially Designated Nationals (SDN) list) at the supplier level, voucher level, and payment level. At the payment level, financial sanctions validation is performed if you:

- Select the **Financial Sanctions list edit** check box on the Payment Selection Criteria - Preferences page for that pay cycle.

  If financial sanctions validation is enabled at the installation level, all remit suppliers selected for a pay cycle are validated. If financial sanctions validation is enabled at the bank level, only selected remit suppliers whose banks are enabled are validated. The system updates the supplier's financial sanctions status on the Supplier Information component.

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- Run 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**
>
> Financial sanctions validation is performed only on remit suppliers with a source transaction of *VCHR* (Accounts Payable transactions).

At the payment level, the system verifies the financial sanctions status of the supplier during:

1. The Payment Selection process.

   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.*

2. The validation step of the Payment Selection process, only if you select the **Financial Sanctions edit list** check box on the Payment Selection Criteria - Preferences page for that pay cycle.

   Selecting this option enables you to validate your suppliers once again before payment creation. If the supplier's financial sanctions status changes to *Review,* the system creates payment validation errors for this supplier's payments. You can view these payment validation errors on the Pay Cycle Financial Sanction Warnings page.

> **Note**
>
> The system never creates payments for a supplier with a financial sanctions status of *Blocked* regardless of whether financial sanctions validation is enabled at the installation level or bank level, or is not enabled at either level. If you change how financial sanctions validation is performed (for example, you no longer validate for a particular bank), you must change the financial sanctions status on the supplier from *Blocked* to *Valid* or *Cleared* before you can pay this supplier.

See PeopleSoft Source to Settle Common Information: Understanding Financial Sanctions Validation.

Lost Discount Alert Page

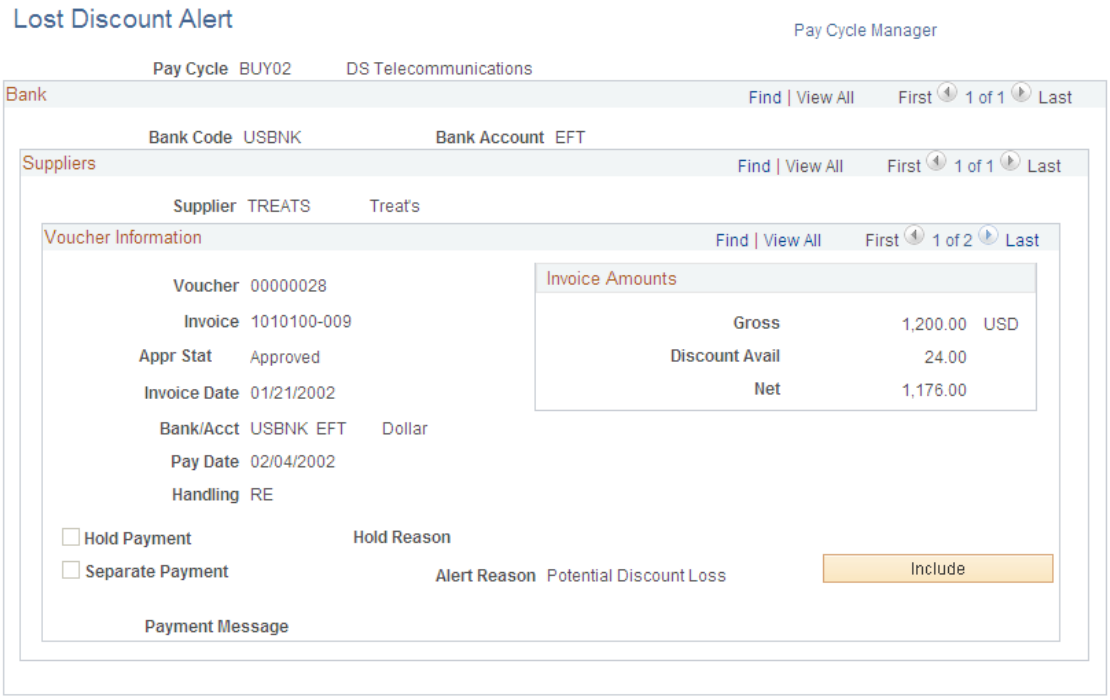
Use the Lost Discount Alert page (PYCYCL_DSCNT_ALRT) to view scheduled payments that you have not included in the current pay cycle with earned discounts that you may lose if you don't pay them before the next payment date.

Navigation:

- **Accounts Payable**, and then **Payments**, and then **Pay Cycle Exceptions**, and then **Review Discount Lost Alert**, and then **Lost Discount Alert**
- Click the **Discount Lost** link on the Pay Cycle Manager page.

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



This page alerts you to any discount lost on a pay cycle. If you selected the **Include Lost Discount** check box on the Payment Selection Criteria - Preferences page for the pay cycle, then all payments with potential lost discounts are automatically paid in the pay cycle, and this page is not applicable. You must view this page after Payment Selection has run and before you run Payment Creation to use the **Include** button to include a payment with a potential lost discount.

> **Note**
>
> All discount alerts are cleared automatically when you rerun a completed pay cycle.

> **Note**
>
> Lost rebates are not tracked and do not appear on this page.

Voucher Information

Field or Control	Description
Appr Stat (approval status)	Displays the voucher scheduled payment approval status.

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Field or Control	Description
Handling	Displays the payment handling code. You set up payment handling codes on the Payment Handling Codes page. See Payment Sorting.
Separate Payment	Specifies whether the scheduled payment is a separate payment and prevents it from being grouped with any other payment. If this option is not selected, the scheduled payment is combined with other scheduled payments that are being paid to a supplier from the same bank account using the same payment method. By default, the system groups all payments for a supplier by the payment method, even if the payments are for different business units. In addition to the standard payment groupings, draft payments have added groupings, such as draft maturity date, sight code, or scheduled payment date. You can overrule the default grouping criteria if you set up the Do Not Mix with Other Business Units option for a particular business unit or when you select the **Separate payment** option.
Hold Payment	Specifies whether the payment schedule is on hold so that it is not picked up by the pay cycle. The hold option can be set manually or by a scheduled process. For example, the withholding process places on hold those vouchers with withholding exceptions.
Hold Reason	Displays the reason that the scheduled payment is on hold.
Alert Reason	Indicates why the alert was issued for the payment.
Payment Message	Shows any payment message for the payment schedule.
Include	Click to include the payment in the current pay cycle. This button is active only after you run Payment Selection and before you run Payment Creation.

Invoice Amounts

Field or Control	Description
Gross	Displays the amount of the payment if a discount is not applied.
Discount Avail (discount available)	Displays the amount you are in danger of losing if you do not include this payment in the cycle.
Net	Displays the amount of the payment if the discount is taken.

Related Topics

- Understanding Pay Cycle Alerts
  This section discusses:

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Discount Denied Page

Use the Discount Denied page (PYCYCL_DSCNT_DENY) to view scheduled payments for which the system has denied a discount because waiting for the due date and earning the interest income during that time is better.

Navigation:

- **Accounts Payable**, and then **Payments**, and then **Pay Cycle Exceptions**, and then **Review Discount Denied Alert**, and then **Discount Denied**
- Click the **Discount Denied** link on the Pay Cycle Manager page.

The fields on this page are the same as the fields on the Lost Discount Alert page, except that this page shows discounts that were evaluated as not worth taking. If you access the page after running Payment Selection and before running Payment Creation, you can click the **Include** button to include the scheduled payment in the current pay cycle and take the discount.

Related Topics

- Lost Discount Alert Page
  Use the Lost Discount Alert page (PYCYCL_DSCNT_ALRT) to view scheduled payments that you have not included in the current pay cycle with earned discounts that you may lose if you don't pay them before the next payment date.
- Understanding Pay Cycle Alerts
  This section discusses:

Withholding Exception Page

Use the Withholding Exception page (WTHD_EXCEPTION) to view payments for which withholding errors occurred during pay cycle processing.

Navigation:

- **Accounts Payable**, and then **Payments**, and then **Pay Cycle Exceptions**, and then **Review Withholding Alert**, and then **Withholding Exception**
- Click the **Withholding** link on the Pay Cycle Manager page.

> **Note**
>
> Scheduled payments with withholding exceptions are automatically placed on hold. To make a payment with withholding exceptions available for pay cycle processing, you must modify the voucher or the withholding setup, take the scheduled payment off of hold, and run the payment in a new pay cycle.

Field or Control	Description
Entity	Displays the withholding entity or tax authority.
Type	Displays the withholding type for the supplier.

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Field or Control	Description
Jurisdiction	Displays the withholding jurisdiction. The jurisdiction defines the different withholding percentages based on where the supplier is located as well as on the classification (or activity) of a given transaction.
Class	Displays the withholding class that is associated with the withholding type.
Exception	Contains information relating to the withholding exception.

Related Topics

- Understanding the Withholding Process
  This section discusses:

Pay Cycle Errors Page

Use the Pay Cycle Errors page (PYCYCL_ERR) to view pay cycle processing errors for a pay cycle.

Navigation:

- **Accounts Payable**, and then **Payments**, and then **Pay Cycle Exceptions**, and then **Review Pay Cycle Errors**, and then **Pay Cycle Errors**
- Click the **Pay Cycle Error** link on the Pay Cycle Manager page.

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Search Criteria

Field or Control	Description
Error Type	Select the error type you want to view, and click the **Search** button. Values are: • *All Error Types:* This is the default. • *Currency Conversion Related:* Payment source transaction currency is not defined for translation to payment currency. • (USF) *Federal Payment:* Possible errors include: The last manual ID number, last transportation ID number, or last other ID number is out of the range established on the Payables installation options. A scheduled payment has caused the number of appropriations per payment schedule to exceed the limit defined on the Schedule Payment Restrictions page. For U.S. Federal agencies only. • *Financial Gateway Staging:* Payment settled through the PeopleSoft Financial Gateway process could not be transmitted. • *Financial Sanctions:* The supplier's financial sanctions status changed to *Review* during financial sanctions validation in the validation step of the Payment Selection process. **Note:** Use the Pay Cycle Financial Sanction Warnings page to access detail information about the financial sanctions exceptions. • (USF) *IPAC Information:* IPAC information was not found. For U.S. Federal agencies only. • *Negative Payment:* A scheduled payment selected by the pay cycle has a negative amount payment. • *Negative Payment/With.Restored:* PayCycle has detected this payment is a credit payment which is not applied against any outstanding liability. • *Payment Error:* Payments are in error. • *Supplier Bank:* Bank routing information was not found for an electronic payment to a supplier.

Search Results

The search results grid displays the error type for each error, along with the source of the error (such as voucher entry), the advice ID and advice sequence (which are identical to the voucher ID and payment count), key fields and, in the **Message Text** field, a description of the error.

Related Topics

- Pay Cycle Processing Using the PeopleSoft Financial Gateway
  This section discusses:

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- Understanding Federal Payment Processing
  This section discusses:

Viewing Bank Replacement Exceptions

Use the Bank Replacement Exceptions - Schedule Exceptions page (PYCYCL_BANK_EXPTN) to review bank replacement exceptions created during the Payment Selection process.

These occur only when you apply a bank replacement rule to replace the bank account (optionally including payment method and currency) for all payments in a pay cycle.

Navigation:

- **Accounts Payable**, and then **Payments**, and then **Pay Cycle Exceptions**, and then **Review Bank Replacement**, and then **Bank Replacement Exceptions - Schedule Exceptions**
- Click the **Bank Replacement** link on the Pay Cycle Manager page.

Schedule exceptions occur during the Payment Selection process, and payment exceptions occur during the Payment Creation process. Schedule exceptions occur only if your bank replacement rule consists of the option to replace all bank accounts in the pay cycle.

> **Note**
>
> Scheduled payments with bank replacement exceptions are dropped from the pay cycle and revert to their original bank account, payment method, and currency upon completion of the pay cycle. They remain available in their original state for future pay cycles.

Viewing Schedule Exceptions

Field or Control	Description
Exception Type	Select the exception type you want to view: *All:* All exceptions. This is the default. *Invalid SetID:* The replacement bank account does not match the bank SetID on the bank replacement rule. *Pay To Bank:* Remit-to supplier bank routing information for an electronic payment is missing. *Payment Currency:* The replacement bank does not have a valid currency. *Payment Method:* The replacement payment method is not valid for the replacement bank account.
Exceptions	Displays details about each scheduled payment that has a payment exception of the type indicated in the **Exception Type** field.

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Viewing Payment Exceptions

Field or Control	Description
Exception Type	Select the exception type you want to view. These are the same as those available on the Bank Replacement Exceptions - Schedule Exceptions page, with these additions: *Currency Conversion:* Indicates that the conversion from the payment currency to the replacement bank account default currency failed. *Insufficient Funds:* Indicates that the amount limit on all available replacement bank accounts has been reached, or a large-amount payment exceeds the amount limit of each available replacement bank account.
Exceptions	Displays details about each created payment that has a payment exception of the type indicated in the **Exception Type** field, along with details about each scheduled payment included in the created payment.

Related Topics

- Defining Bank Replacement Rules
  Use the Bank Replacement Rules component (BANK_RPL_RULE_DEFN) to define bank replacement rules.

Pay Cycle Financial Sanction Warnings Page

Use the Pay Cycle Financial Sanction Warnings page (PYCYCL_FNS_ERR) to view detail information about financial sanctions exceptions for a pay cycle.

Navigation:

- **Accounts Payable**, and then **Payments**, and then **Pay Cycle Exceptions**, and then **Pay Cycle SDN List Exceptions**, and then **Pay Cycle Financial Sanction Warnings**
- Click the **Financial Sanctions Exceptions** link on the Pay Cycle Manager page.

Use this page to access detail information on the financial sanctions exceptions. You can also use the Pay Cycle Errors page to view general information on financial sanctions exceptions.

Voucher

Field or Control	Description
Advice ID and **Advice Sequence**	Displays the voucher ID and payment count.
Entry ID	Displays the entity ID of the supplier (for example, passport number).
Financial Sanctions Inquiry	Click to access the Financial Sanctions Inquiry page. The Financial Sanctions Inquiry enables you to use search criteria to list details about the data in the financial sanctions lists. See PeopleSoft Banks Setup and Processing: Searching the Financial Sanctions Data.

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Field or Control	Description
Supplier ID	Displays the supplier ID of the supplier who is a potential match to the financial sanctions lists.

Name/Address Information

Displays the address, city, and country of the supplier.

Message Detail

Displays the error and description of the error.

Reviewing Draft Payments

Pages Used to Review Draft Payments

Page Name	Definition Name	Usage
Draft Staging Approval Page	APD_APPROVE_PNL	Approve or reject draft payments that are created during the Draft Staging Application Engine process (AP_DFT_PROC) in the Pay Cycle process.
Draft Inquire Page	APD_APPROVE_PNL2	View a listing of draft payments created in the Draft Staging table.
Draft Inquire (Voucher) Page	APD_APPROVE_PNL3	View the scheduled draft payments by Draft Master ID.

Related Topics

- Understanding Draft Processing
  This section discusses:

Draft Staging Approval Page

Use the Draft Staging Approval page (APD_APPROVE_PNL) to approve or reject draft payments that are created during the Draft Staging Application Engine process (AP_DFT_PROC) in the Pay Cycle process.

Navigation:

- **Accounts Payable**, and then **Payments**, and then **Drafts**, and then **Draft Staging Approval**
- Click the **Draft Staging Approval** link on the Pay Cycle Manager page.

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> **Note**
>
> You must either approve or reject draft payments before you run the Payment Creation process. However, approving or rejecting payments does not affect the draft payment's status. If you selected the **Preapprove** option on the Preferences page of the Payment Selection Criteria component, then the draft payment status is changed to *Approved.* If you did not select this option, the drafts that you approve from this page have a draft status of *Created.*

Main Information Tab

Field or Control	Description
	Click the **Draft Staging Key** button to access the Draft Staging Inquiry page, where you can review details about the draft payment and the vouchers associated with the draft payment.
Master ID	Displays the draft master ID for a set of scheduled payments.
# of Draft (number of draft)	Displays the number of the draft that will be created for the draft master if you selected draft optimization.
Master Status	Select the option that indicates the status of the draft master: *Not Apprv* (not approved): Indicates that the scheduled draft payment has not been approved. *Approve:* Creates draft payments for the scheduled draft payments that are attached to the Master Draft ID. *Reject:* Clears the draft payments that are grouped into the Draft Master ID. The scheduled payments are rejected or deselected so that no payments are created.
Payment Method	Indicates whether the draft is a customer-initiated or customer-initiated EFT draft payment.
Draft Amount	Displays the amount of the draft payment.
Amount (NonDft) (amount non-draft)	Displays any payment amount that is being paid by an alternate payment method if you specify draft rounding on the Payment Selection Criteria page.
Maturity Dt	Displays the draft maturity date.

Additional Information Tab

Field or Control	Description
Sch Maturity Dt (scheduled maturity date)	Displays the draft scheduled maturity date if the maturity date is adjusted as a result of the bank holiday and business calendar options that you selected.

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Additional Page Elements

Field or Control	Description
Approve All	Click to approve all scheduled draft payments shown.
Reject All	Click to reject all scheduled draft payments shown.
Display Only Not Approved	Click to see only those scheduled draft payments that are not approved.
Display All	Click to see all scheduled draft payments, regardless of whether they are approved.

Draft Inquire Page

Use the Draft Inquire page (APD_APPROVE_PNL2) to view a listing of draft payments created in the Draft Staging table.

Navigation:

- **Accounts Payable**, and then **Payments**, and then **Drafts**, and then **Draft Staging Inquiry**, and then **Draft Inquire**
- Click the **Draft Staging Key** button on the Draft Staging Approval page.

Field or Control	Description
Draft Master ID	Displays the scheduled draft payment draft master ID.
Bank	Displays the supplier's bank.
Bank Account	Displays the supplier's bank account.
Separate	Indicates whether the scheduled payment is grouped with other scheduled payments that are also selected for the supplier in the same pay cycle.
Draft Group CD (draft group code)	Displays the draft payment group code number.
Draft Create Key	Displays the system-assigned sequence number. It is a child key of Draft Master ID.
Draft Amount	Displays the total amount of the draft payment.
Stamp Tax	Displays the amount of any applicable stamp tax.
Alt Payment Method (alternate payment method)	Displays the payment method by which the draft rounding remaining amount is paid.
Excluded	Indicates whether draft will be excluded: *Y* if the draft amount is *not* to be paid. *N* if the draft amount *is* to be paid and will use an alternate payment method if one is specified.

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Draft Inquire (Voucher) Page

Use the Draft Inquire (Voucher) page (APD_APPROVE_PNL3) to view the scheduled draft payments by Draft Master ID.

Navigation:

Accounts Payable, and then **Payments**, and then **Drafts**, and then **Draft Staging Inquiry**, and then **Draft Inquire (Voucher)**

Field or Control	Description
Draft Master ID	Displays the draft master ID.
Pymnt Nbr (payment number)	Displays the sequence number of the scheduled payment.
Gross Amount	Displays the gross amount of the draft payment, excluding any applicable stamp tax minimization amounts.

Viewing the Trial Register

This section discusses how to use the Trial Register report.

Page Used to View the Trial Register

Page Name	Definition Name	Usage
Register Page	RUN_APY2030	Define run parameters for the Trial Register report (APY2030). Use the report to examine or print a summary of payments by bank account after payment selection and creation, but before you print checks or create EFT or ACH files.

Register Page

Use the Register page (RUN_APY2030) to define run parameters for the Trial Register report (APY2030).

Use the report to examine or print a summary of payments by bank account after payment selection and creation, but before you print checks or create EFT or ACH files.

Navigation:

Click the **Trial Register** link from the Pay Cycle Manager.

After viewing the Trial Register report, you can:

- Print it for your records.
- Close it and return to the Pay Cycle Manager page to proceed with check printing.

If you find an error in the register:

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1. Reset the pay cycle.
2. Rectify the problem in the Payment Selection Criteria component.

Related Topics

- Running and Managing Pay Cycles
  This section discusses how to process and manage pay cycles.
- Understanding Pay Cycle Processing
  The Pay Cycle process is a flexible tool. You can review payments after specific processing steps—such as after payment selection and before payment creation—and correct exceptions before proceeding to the next step. Or you can run the Payment Selection and Payment Creation processes together if you do not need to review the payments after selection. If you have a large payment run and only a very small percentage of exceptions, you do not have to delay payment processing—you can continue the current pay cycle, resolve exceptions, and then process the payments in a different pay cycle run.

Approving the Pay Cycle

This section discusses how to approve the pay cycle.

If you have selected user approval on the Payment Selection Criteria - Preferences page, then your pay cycles must be approved after you have completed payment creation and before you run your output processes.

> **Note**
>
> Payments for pay cycles that require user approval are not eligible for posting until the pay cycle has been approved.

> **Note**
>
> (USF) U.S. Federal agencies use payment schedule certification rather than approval. You certify payment schedules after payment selection and before payment creation.

Page Used to Approve the Pay Cycle

Page Name	Definition Name	Usage
Pay Cycle Approval Page	PYCYCL_APPROVAL	Verify and approve payments for a pay cycle if your payment selection criteria include a user approval requirement.

Related Topics

- Certifying Federal Payment Schedules
  This section provides an overview of federal payment schedule certification and discusses how to certify payment schedules.

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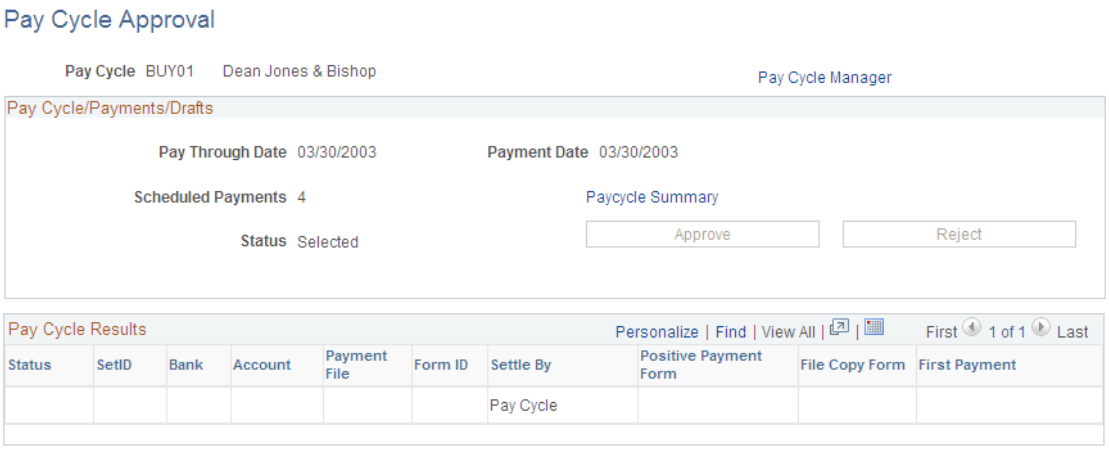
Pay Cycle Approval Page

Use the Pay Cycle Approval page (PYCYCL_APPROVAL) to verify and approve payments for a pay cycle if your payment selection criteria include a user approval requirement.

Navigation:

- **Accounts Payable**, and then **Payments**, and then **Pay Cycle Approvals**, and then **Pay Cycle**, and then **Pay Cycle Approval**
- Click the **Approve** link on the Pay Cycle Manager page.

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



Pay Cycle/Payments/Drafts

Field or Control	Description
Scheduled Payments	Displays the number of scheduled payments in the pay cycle.
Paycycle Summary	Click to access the Pay Cycle Summary page, where you can see details for the pay cycle.
Approve	Click to approve the pay cycle and continue processing.
Reject	Click to reject the pay cycle. The **Reset** button on the Pay Cycle Manager page becomes active, and you can reset the pay cycle.

Pay Cycle Results

This grid displays a row of data for each output process that must be run to generate payment files and negotiable documents. For EFT payments, because all payments regardless of bank account run as one output process, only one EFT row can appear. For checks, advices, positive payment files, and file copies, each bank account and payment method combination runs as a separate output process. This means multiple check rows, positive payment rows, and so forth can appear in the grid.

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Field or Control	Description
Payment File	Describes the payment form.
Form ID	Displays the payment form ID.
Settle by	Displays the settle through method, either *Financial Gateway* or *Pay Cycle*.
Positive Payment Form	Displays the form ID used for printing a positive payment file.
File Copy Form	Displays the form ID used for printing the file copy.
First Payment	Displays the first payment reference.

Related Topics

- Running and Managing Pay Cycles
  This section discusses how to process and manage pay cycles.
- Restarting Pay Cycles and Re-creating Checks
  This section provides an overview of how to restart a pay cycle and discusses how to re-create and reprint checks.

Verifying Payment References

This section provides an overview of payment reference verification and discusses how to confirm payment references and unconfirm payment references.

Page Used to Verify Payment References

Page Name	Definition Name	Usage
Reference Confirmation - Payment Reference Page	PYMNT_CNFRM	Access through the Pay Cycle Manager or Reference Confirmation component to confirm that the system reference number matches the reference number on your preprinted check stock or to renumber the system-assigned reference numbers. Access through the Reference Unconfirmation component to unconfirm any payment references that you have previously confirmed.

Related Topics

- PeopleSoft Banks Setup and Processing: External Accounts - Payment Methods Page
- Using Express Payments
  This section discusses how to create and review express payments.

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Understanding Payment Reference Verification

When you use preprinted stationery, use the Payment Reference page to verify that the system is assigning the correct check numbers. The system assigns the check numbers, based on the last check number used, so you might need to verify that the system is using the correct number. If it isn't, then you might need to change the payment reference number to match the number used on your preprinted form.

> **Note**
>
> To use payment reference confirmation for a bank account, you must select the **Confirm Numbers** option on the External Accounts - Payment Methods page.

> **Note**
>
> You cannot use the Confirm Payment References feature with Express Payments. You can use the Confirm Payment References feature only with regular pay cycle payments.

Reference Confirmation - Payment Reference Page

Use the Payment Reference page (PYMNT_CNFRM) to access through the Pay Cycle Manager or Reference Confirmation component to confirm that the system reference number matches the reference number on your preprinted check stock or to renumber the system-assigned reference numbers.

Access through the Reference Unconfirmation component to unconfirm any payment references that you have previously confirmed.

Navigation:

- **Accounts Payable**, and then **Payments**, and then **Pay Cycle Approvals**, and then **Reference Confirmation**, and then **Payment Reference**
- **Accounts Payable**, and then **Payments**, and then **Pay Cycle Approvals**, and then **Reverse Reference Confirmation**, and then **Payment Reference**
- Click the **Reference Confirmation** link on the Pay Cycle Manager page.

Search Criteria

Enter your search criteria and click search to view payment references. Bank SetID, bank code, and bank account are required fields.

Field or Control	Description
From Ref / **To Ref** and **From Date** / **Thru Date**	Select to view a range of payment references or a date range. Enter the from and to references or dates in the fields below.

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Actions

Field or Control	Description
Renumber All . . .	Click to renumber the payment references if a discrepancy exists between the system payment references and your preprinted stationery.
Confirm All	Click to confirm that the system payment reference numbers match those of the printed checks.

Search Results

This grid displays the payment reference, payee name, payment amount, payment date, and pay cycle status of each payment that meets your selection criteria.

Occasionally you might want to confirm individual reference numbers one at a time. Do this by selecting the appropriate **Confirm** check box for each payment reference and then saving the page.

Reference Unconfirmation - Payment Reference Page

Use the Reverse Reference Confirmation - Payment Reference page to unconfirm payments.

Navigation:

Accounts Payable, and then **Payments**, and then **Pay Cycle Approvals**, and then **Reverse Reference Confirmation**, and then **Payment Reference**

This page is identical to the Reference Confirmation - Payment Reference page except that it enables you to unconfirm payments you have already confirmed. Two ways are available to unconfirm payment references:

- Deselect the check box for each payment that you want to unconfirm and save the page.
- Click the **Unconfirm All** button to clear all of the payments on the page.

Producing Manual Positive Payment Files

This section provides an overview of Positive Payment File Processing, how to produce manual positive payment files, and discusses how to produce positive payment files.

Positive Payment File Processing

PeopleSoft Positive Payment File Processing is driven by the Remit Bank Account. There are two steps that a payment goes through to qualify as a Positive Payment file:

1. Format Positive Payment
2. Produce Positive Payment File

These steps are triggered when checks are printed for a Bank Account with the Payment Option for Positive Payment enabled. Format Positive Payment is executed first, followed by Produce Positive Payment. If not, payments on a pay cycle could potentially be selected by another pay cycle in progress and therefore will be written on a different Positive Payment file.

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Page Used to Produce Manual Positive Payment Files

Page Name	Definition Name	Usage
Manual Positive Payment Page	PYCYCL_POS_PAY	Create a manual positive payment file to send to your bank. This is a text file that your clearinghouse bank can import into its own payment tables.

Understanding How to Produce Manual Positive Payment Files

If a payment in your pay cycle is paid from a bank account that requires positive payment files, you see a positive payment output process row for that bank account on the Pay Cycle Manager page after you run Payment Creation for that pay cycle. All you need to do is run the positive payment output process to produce your positive payment file.

Occasionally you may want to produce a positive payment file outside of the normal pay cycle process, such as when you've created manual payments that you want to appear in the positive payment file. In those cases, you use the Manual Positive Payment page to initiate the production of a positive payment file.

Manual Positive Payment Page

Use the Manual Positive Payment page (PYCYCL_POS_PAY) to create a manual positive payment file to send to your bank.

This is a text file that your clearinghouse bank can import into its own payment tables.

Navigation:

Accounts Payable, and then **Payments**, and then **Pay Cycle Processing**, and then **Manual Positive Payment**, and then **Manual Positive Payment**

Specify the bank SetID, bank code, and bank account for which want to produce the positive payment file. In addition, specify the following items:

Field or Control	Description
Step Group Name	Specify the step group or the list of pay cycle processes that you want the Pay Cycle process to run to produce the positive payment file. The positive payment output process is part of the Pay Cycle process, although in this case you can run it without running a full pay cycle. See Creating a Pay Cycle.

Select one of the following processing options:

Field or Control	Description
Format and File	Select to run the positive payment output process and create an output file.

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Field or Control	Description
File Only	Select to create the positive payment output file without rerunning the positive payment output process. This is useful for those times when you previously selected the **Format and File** option, but the file was not successfully created.

Click the **Process** button to create the positive payment file. This transfers you to the Pay Cycle Manager page, where you complete the positive payment file output process.

Related Topics

- Running and Managing Pay Cycles
  This section discusses how to process and manage pay cycles.
- PeopleSoft Banks Setup and Processing: External Accounts - Payment Methods Page

Restarting Pay Cycles and Re-creating Checks

This section provides an overview of how to restart a pay cycle and discusses how to re-create and reprint checks.

Pages Used to Restart Pay Cycles and Re-create Checks

Page Name	Definition Name	Usage
Recreate Checks Page	PYCYCL_RSTRT	Restart or reprint checks for a pay cycle when you have already printed checks.
Email Payment Advice Page	PYCYCL_EMAIL_ADV	Resend payment advices as needed or as required by supplier

Understanding Pay Cycle Restart

When you do a restart for the pay cycle, the system assigns the name for the new pay cycle based on the following logic:

- The name format is RST###, where # is a number from 1 to 999.
- If it is a restart of the original pay cycle, the system scans pay cycles RST001 through RST999 and assigns a name to the first one that it finds unused or with a status of *Completed.* For example, the restart of paycycle MTHLY is any of RST001 through RST999.
- If this is a subsequent attempt at restarting, the system assigns the same pay cycle name it did for the first restart instance and increases the pay cycle sequence number by one. For example, the restart for pay cycle RST003 with pay cycle sequence number 1 is pay cycle RST003 with sequence number 2.

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> **Note**
>
> Only 999 restarted pay cycles can run at any given time. Any attempt to restart another pay cycle will be unsuccessful if started after nine pay cycles with a status other than *Completed* have already restarted.

> **Note**
>
> You cannot restart the original pay cycle more than once for the same set of payment reference numbers, regardless of whether you choose to re-create the checks using new reference numbers.

> **Note**
>
> You can only restart the latest sequence of each pay cycle.

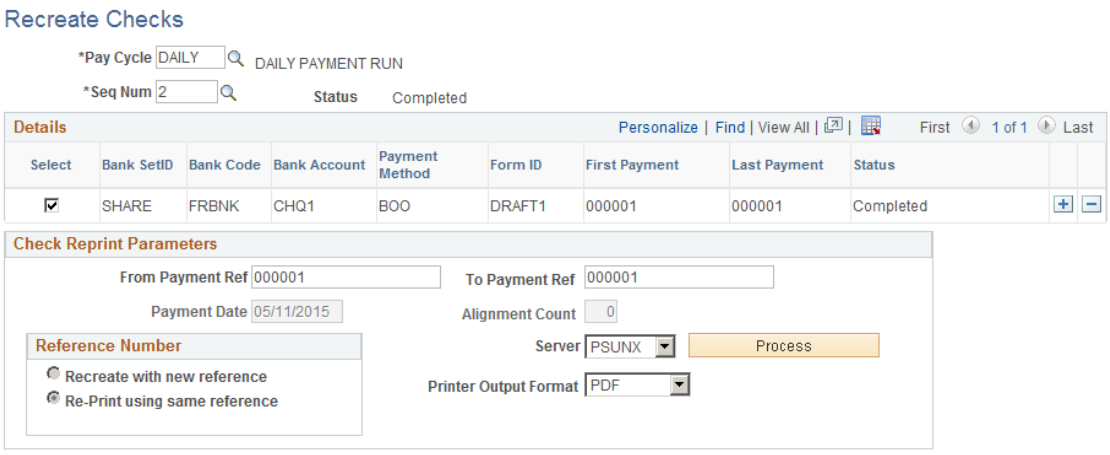
Recreate Checks Page

Use the Recreate Checks page (PYCYCL_RSTRT) to restart or reprint checks for a pay cycle when you have already printed checks.

Navigation:

Accounts Payable, and then **Payments**, and then **Pay Cycle Processing**, and then **Check Restart**, and then **Recreate Checks**

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



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Field or Control	Description
Pay Cycle and **Seq Num**	Enter the pay cycle and pay cycle sequence number. Every time you run a given pay cycle, the Pay Cycle process increments the sequence number. If you access this page from the Pay Cycle Manager using the **Recreate** button, the **Pay Cycle** field is populated with the current pay cycle. The sets of payments represented by the pay cycle and pay cycle sequence number appear in the unlabeled grid below.
Select	Select this check box for a row of printed payments to make the **Check Reprint Parameters** group box available for entry.
Payment Method	Displays the available payment methods Values are: *CHK* (check): You can re-create a check using the same reference number or a new reference number. *BOO* (customer-initiated draft): You can only reprint a customer-initiated draft using the same reference number.
Form ID	Displays the form ID used for the printing format.
First Payment	Displays the first payment reference number in the set of payments.
Last Payment	Displays the last payment reference number in the set of payments.

Check Reprint Parameters

Field or Control	Description
From Payment Ref and **To Payment Ref**	Displays by default the original references of the first and last payments. Reprint only part of a pay cycle by selecting just some of the reference numbers.
Payment Date	By default displays the current date, which you can change if necessary.
Alignment Count	Displays the number of test forms that are generated before the system prints the first check.
Recreate with new reference	Select to void the original reference numbers (for checks, these are the check numbers) and re-create the payments with new numbers. **Note:** When you select this option, both the **Summary** and **Details** links become unavailable for entry on the Pay Cycle Manager page.
Re-Print using same reference	Select to reprint the payments using the original reference numbers. For the *BOO* payment method, only this option is available.

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Field or Control	Description
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.
Server	Select the server from which to run the process.
Process	Click to restart the pay cycle and initiate the check reprint process. This accesses the Pay Cycle Manager page, where you monitor the process: • Confirm that the Pay Cycle status is *Approved*. • The Payment Creation process runs in the background. After Payment Creation is complete, you can reprint your checks. The transfer to the Pay Cycle Manager page is necessary to ensure security, to prevent people who are not authorized from using the Recreate Checks page to reprint checks. Oracle strongly recommends that you use security measures to control user access to the Recreate Checks page.

> **Note**
>
> If you are using preprinted check forms, you must restart the printing and then, after the forms are printed, access the Payment Reference page to update the system-assigned reference numbers to match those of the payment forms.

Email Payment Advice Page

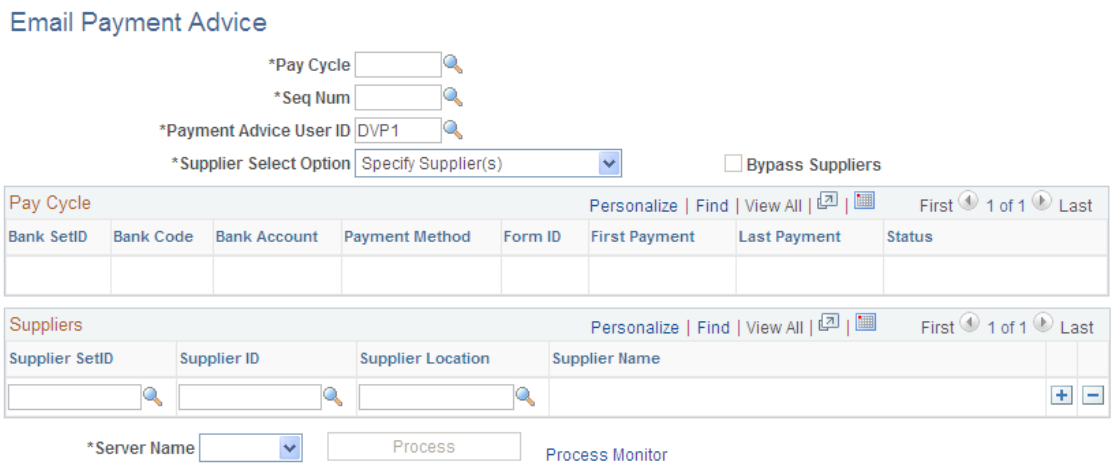
Use the Email Payment Advice page (PYCYCL_EMAIL_ADV) to print payment advice.

Navigation:

Accounts Payable, and then **Payments**, and then **Pay Cycle Processing**, and then **Email Payment Advice**

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

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Field or Control	Description
Pay Cycle	Select the pay cycle that you want to use to resend email advices. You must enter a pay cycle ID.
Seq Num(Sequence Number)	Select the sequence number of the pay cycle that you want to use to resend email advices. You must enter a sequence number.
Payment Advice User ID	Select the user ID that has the appropriate email payment advice user preferences defined.
Supplier Select Option	Select either *Select All Suppliers* or *Specify Supplier(s)*. If you select *Specify Supplier(s),* the **Suppliers** grid will be populated with suppliers that have been included in the selected pay cycle, that have the **Enable Email Payment Advice** check box selected, and for which the Payment method matches the entries in the **Notification** group box on the Supplier page. You can remove or add suppliers from this list.
Bypass Suppliers	The check box will be enabled when the **Supplier Select Option** is *Select All Suppliers*. Select this check box to view the Bypass Suppliers group box. Enter the supplier details to be used as the starting point to create email payment advice for bypassed suppliers that did not receive an email payment advice in the prior execution of the process.

Running the Pay Cycle Job

This section discusses how to run the Pay Cycle job (APPCJOB), which enables you to run the pay cycle from payment selection through the output processes without user intervention.

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Page Used to Run the Pay Cycle Job

Page Name	Definition Name	Usage
Pay Cycle Job Request Page	AP_PCJOB_CREATE	Submit a Pay Cycle job to run on Process Scheduler. The Pay Cycle job consists of a lights-out run of the Payment Selection and Payment Creation processes.

Running the Pay Cycle Job

To run a Pay Cycle job:

1. When setting up the payment selection criteria for the pay cycle in the Payment Selection Criteria component, select an **Approval** value of *None.*

   To process a pay cycle using the Pay Cycle job, the status of the pay cycle must be *New, Reset, No Work,* or *Completed.* If you select the **Automatic Increment Dates** option for the pay cycle in the Payment Selection Criteria component, you avoid having to increment the dates for a pay cycle before running the job.

2. Access the Pay Cycle Job Request page and enter the required information:
   a. Enter a pay cycle ID (created in the Payment Selection Criteria component).
   b. Enter an output server name (the server name supplied by default from the User Preferences page).
   c. Enter an output destination.

      This should be a valid directory path. A meta string (such as %%OutputDirectory%%) is not permitted. You must specify a full directory path with a backslash at the end (for example: C:\TEMP\).

3. Click the **Submit Job** button to initiate processing.
4. When the process is complete (the Job status is *Processed*), review all the output files to ensure that they were generated correctly.

   The Pay Cycle job produces only outputs to files; any files that require printing must be printed independently after the job is complete.

5. If the Job status is *No success,* view the pay cycle using the Pay Cycle Manager page for more details.
6. When the Job status is *Processed,* click **Finalize Job.**

   When you click Finalize, the system enables the Auto Increment flag and increments the date range accordingly. The pay cycle advances to a status of *N* (new) and you cannot reset it.

> **Note**
>
> Oracle recommends that you use the Pay Cycle Manager page to confirm that all output processes are complete before clicking the **Finalize Job** button.

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To access the Pay Cycle Job Request page, use the navigation: **Accounts Payable**, and then **Payments**, and then **Pay Cycle Processing**, and then **Pay Cycle Job**, and then **Pay Cycle Job Request**

> **Note**
>
> Oracle does not recommend that you create a run control for the Pay Cycle job to run on a recurring basis without any oversight because you must return to the Pay Cycle Job Request page after you've submitted the job in order to finalize the pay cycle.
>
> Positive Payment is not supported by the Pay Cycle Job process.

Related Topics

- Payment Selection Criteria - Preferences Page
  Use the Payment Selection Criteria - Preferences page (PYCYCL_DEFN_OPT) to set pay cycle general options.
- Running and Managing Pay Cycles
  This section discusses how to process and manage pay cycles.

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Using Additional Payment Processing Options

Understanding Additional Payment Processing Options

The payment process routine should satisfy your business needs, but there may be times when you need additional options. If you need to print a check immediately, for example, you cannot wait for the next pay cycle run. For this reason, PeopleSoft Payables provides additional payment processing options.

This section discusses the following:

- Express payments.
- Manual payments.
- Manual payment eligibility requirements.
- Payment request.
- Payment request approval using Fluid user Interface
- Payment cancellation.
- Payment escheatment.
- Payment forecasting.
- Bank transfer charge process.
- Reschedule payments process.

Express Payments

PeopleSoft Payables express payments enable you to create payments quickly outside of your regular payment cycles. Vouchers must be entered into the system and be approved for payment before you can create an express payment. Express payments offer you a lot of flexibility on paying your suppliers on demand. You can pay a single voucher or you can search other vouchers for that supplier and select only those that you want paid. If there are multiple payment schedules within a voucher, you can select all or just the payment schedule numbers that you want to pay.

In addition, you identify the payment details, such as the date that prints on the check, and the number of the check. You can also specify the bank information and pay method associated with the express payment.

You can also enter a voucher and record a manual payment at the same time.

Pay method options available on the Express Payment page include:

- *ACH* (automated clearing house).
- *EFT Draft* (electronic funds transfer customer draft).
- *Cust Draft* (customer-initiated draft).
- *Check* (system check).

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- *EFT* (electronic funds transfer).
- *Giro - EFT* (giro electronic funds transfer).

> **Important**
>
> Express payments do not support overflow advice.

> **Note**
>
> If financial sanctions validation is enabled at the installation level or the bank level, you cannot create an express 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 express payment for a supplier with a financial sanctions status of *Review.* The system validates the supplier against financial sanctions lists (for example, the Specially Designated Nationals (SDN) list) when you attempt to create an express payment.

See PeopleSoft Source to Settle Common Information: Understanding Financial Sanctions Validation.

Manual Payments

There are two ways of creating manual payments in PeopleSoft Payables:

1. Using the online voucher entry component.
2. Using the Manual Payment Creation feature.

Manual Payments Using Online Voucher Entry

When you record manual payments in the online voucher entry component you create a voucher for the payment just as you would for a normal invoice and select *Record* as the payment **Action** on the Payments page. Basically, you create a voucher and a payment for that voucher simultaneously, but the system does not generate a check or other payment form.

Payment posting, reissuing, closing, and voiding all work the same as they do for payments created with the pay cycle.

> **Note**
>
> If financial sanctions validation is enabled at the installation level or the bank level, you cannot select *Record* as the payment action 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 a manual 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 save a voucher.

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See PeopleSoft Source to Settle Common Information: Understanding Financial Sanctions Validation.

Manual Payments Using the Manual Payment Creation Feature

Using the Manual Payment Creation feature, you create a payment, but you apply it to existing vouchers rather than creating a voucher specifically for the payment. The Manual Payment Creation feature enables you to track manual payments in your PeopleSoft Payables system by creating manual payment worksheets and applying one or more vouchers to them. For example, if you write a check to a supplier outside the system, you can record that manual payment in PeopleSoft Payables and apply vouchers for that supplier against the payment so that your balance with the supplier reflects the manual payment.

Payment posting, reissuing, closing, and voiding work the same as they do for payments created with the pay cycle.

> **Note**
>
> If financial sanctions validation is enabled at the installation level or the bank level, you cannot create a manual payment worksheet 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 a manual payment worksheet 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 build a manual payment worksheet.

See PeopleSoft Source to Settle Common Information: Understanding Financial Sanctions Validation.

Manual Payment Methods Compared

These features provide different benefits. Decide on a case by case basis which feature meets your business needs.

Manual Payment Creation Process	Recording Manual Payments Using Online Voucher Entry
Enables you to associate multiple scheduled payments for multiple vouchers.	Enables you to associate only one scheduled payment for one voucher.
Once you save the manual payment, you cannot delete it. You can, however, cancel the manual payment using payment cancellation.	You can toggle back and forth between the *Record* and *Schedule* options on the Voucher - Payments page. If you decide not to record the payment, you can switch from *Record* to *Schedule* and the system deletes the payment from the PAYMENT_TBL at save time.

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Manual Payment Creation Process	Recording Manual Payments Using Online Voucher Entry
Payments are not created in the PAYMENT_TBL until they are fully applied. This means that you can only create a manual payment for amounts equal to existing scheduled payments, or the sum of two or more scheduled payments. For example, if you create a payment for 5000 USD, but you only have voucher scheduled payments for this supplier equal to 4500 USD, you cannot fully apply the manual payment and therefore the payment cannot be created. Likewise, if you have one scheduled payment equal to 4000 USD and another equal to 2000 USD, you cannot partially apply either of the scheduled payments and cannot fully apply the manual payment. You can, however, save the manual payment worksheet and modify it later. When you save the worksheet, Pay Cycle Manager and Express Check bypass any voucher checked for select on the Apply Vouchers page of the worksheet, so that those vouchers remain available for application to manual payments. When you create the worksheet, it is inserted into the worksheet tables APD_MANDFT_SRCH and APD_MANDFT_WS. Once you successfully create the manual payment in PAYMENT_TBL, the system deletes the worksheet data from the worksheet tables.	Payments selected as *Record* are created in the PAYMENT_TBL at save time, as long as the amount of the payments entered adds up either to the gross amount or to the gross less the discount, as specified on the Invoice Information page.

Withholding On Manual Payments

In PeopleSoft Payables, you can elect to calculate withholding at payment time or at voucher posting time via a setting on the withholding entity. This withholding calculation setting appears by default onto the voucher. If withholding for a voucher is set to be calculated at payment time, users with the appropriate authority can override this setting to have withholding calculated at voucher posting time.

In the case of manual payments, the system invokes the withholding calculation routine for any payments applied to withholding applicable vouchers. The withholding reporting tables are updated accordingly.

On the Create Manual Payment page, you can apply manual payments to vouchers that have already had withholding calculated at voucher posting time. If the **Withholding Calculated** field is selected (the default setting), the system allows you to apply manual payments to vouchers that are set to withhold at voucher post and have been posted.

You also have the option of deselecting this check box, in which case the system allows you to apply manual payments to all withholding applicable vouchers for the remit supplier, regardless of whether or not withholding has been calculated. The only exception are vouchers requiring withholding calculation at voucher post that have not been posted as of yet. In this case, the system does not physically withhold, but does update the withholding reporting table with the applicable withholding transaction amount for reporting purposes.

Related Topics

- Recording Manual Payments

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- Creating Manual Payments
  To set up your auto-numbering for manual payments, use the Auto Numbering component (AUTO_NUM_PNL).
- Scheduling and Creating Voucher Payments for Online Vouchers
- Understanding the Withholding Process
  This section discusses:

Manual Payment Eligibility Requirements

Scheduled payments are only available for application on the Apply Voucher page, if they meet certain eligibility requirements:

- Voucher Style: Regular, Register Voucher, Reversal Voucher, Third-Party Voucher, or Adjustment Voucher.

  Prepaid vouchers are not eligible.
- Voucher: Approved, budget-checked, and postable.
- Scheduled Payment: No netting and no payment hold.
- Match status: Matched and no match.

> **Note**
>
> If you select the **Pay Unmatched Voucher** option on the Procurement - Payables Online Vouchering page, vouchers with the following match statuses are also available for payment: manually overridden, match dispute, match exceptions exist, overridden - credit note, and to be matched.

Business Unit and Currency Considerations

Depending on your setup, the list on the Apply Voucher page may contain scheduled payments from multiple business units with multiple payment methods or multiple payment currencies.

If you select the **Do Not Mix with other Units** option for the selected business unit on the Payables Definition - Payments page, the list contains scheduled payments for other business units, but you can only select and apply scheduled payments that have the same business unit.

If the supplier has scheduled payments with different payment currencies, the system converts the amount to the currency of the manual payment and displays it in the **Paid Amount** field. At save time, if the payment amount is fully applied, the payment is created and scheduled payments are updated with appropriate paid information, converted currency amounts, and status.

Related Topics

- Payables Definition - Payments Page
  Use the Payables Definition - Payments page (BUS_UNIT_TBL_AP5) to specify payment options for the business unit.

Payment Request

PeopleSoft Payables provides users with a feature to enter payment requests such as non-PO, miscellaneous and other expenses into PeopleSoft. Payment Request empowers the users to

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submit their own expenses, which results in alleviating the workload in Payables by limiting it to review, correct, and audit the transactions. This self-service feature enables users to create payment requests outside of the purchasing system and without having to know Payables.

Click to watch a short video about PeopleSoft Payment Request

Configuration Options and Requirements for Payment Request

A configuration template enables users to configure fields or functionality on the payment request pages. The Payment Request template is located on a separate tab on the Payables Product Related component.

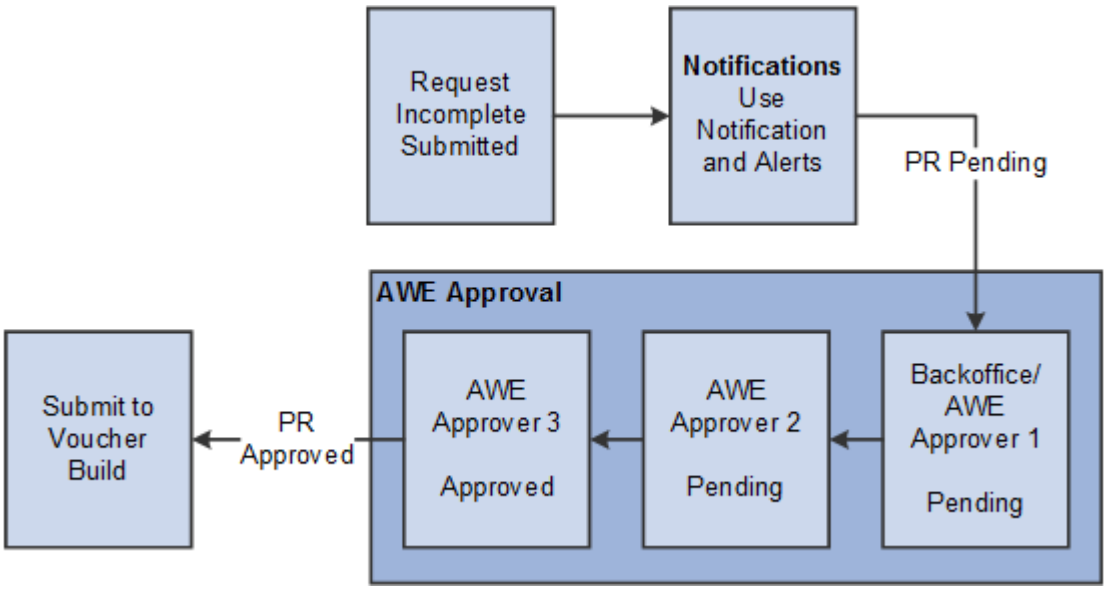
See Payment Request Template Page

Payment Request Approval Workflow and Review Submittal

The payment request has the following methods of approval and workflow processes:

- *Workflow Approval*: Users can enable the workflow framework to approve the Payment Request. The approver having Reviewer permissions will have access to the Payment Request pages to make necessary changes to the request and then to return to approval framework for approving it. Diagram 1 illustrates the AWE Workflow Approval.
- *Review before Workflow Approval*: Users can enable to initiate a review/edit process for reviewers before the Payment Request goes to workflow approval for approval. Diagram 2 illustrates Review before Workflow Approval.
- *AP Review - No Workflow Engine*: Enable a review/edit process for users with Reviewer Role permissions before the Payment Request goes to Voucher Build process. Diagram 3 illustrates the process with no workflow approval implementation.

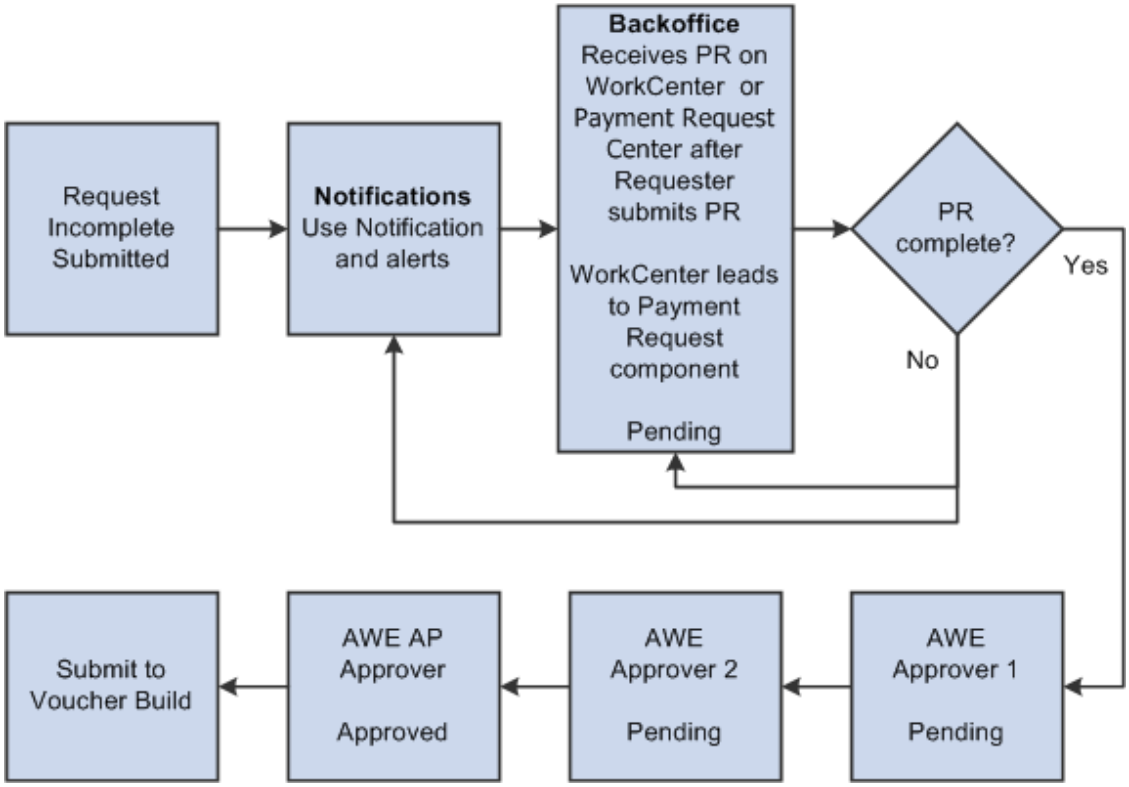
This diagram illustrates the concept of AWE Workflow - AP as Final Approver:



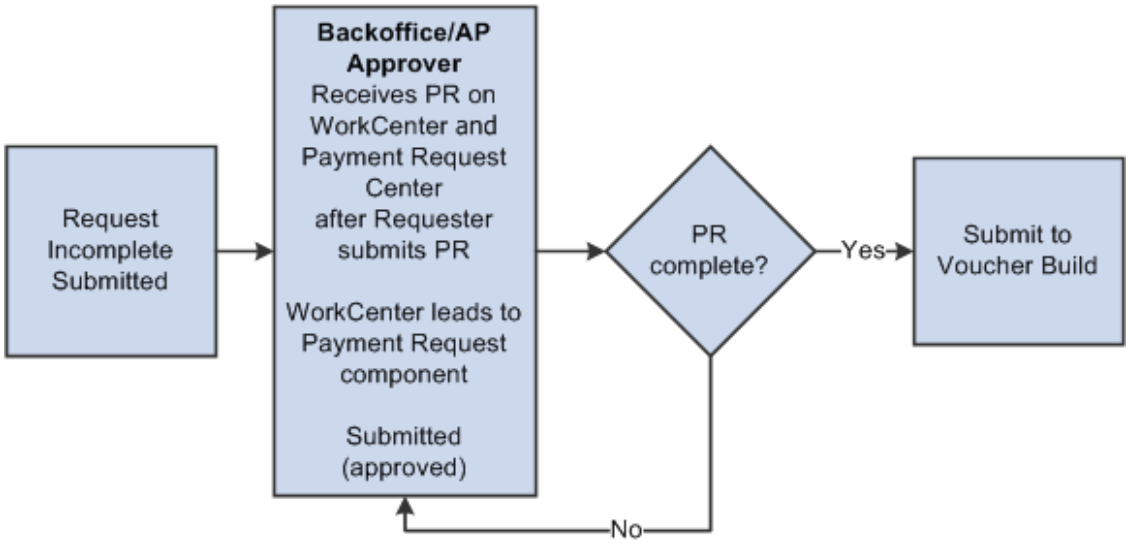
> **Note**
>
> One of the AWE Approvers can be designated as the Backoffice user.

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This diagram illustrates the concept of AWE Workflow - Back Office Separate from Final Approver:



This diagram illustrates the concept of No AWE - Back Office same as Final Approver:



Payment Request Center

Payment Request Center is a centralized page where users can see all their payment requests, filter payment requests, add, edit, cancel, and view payment requests, along with answering questions.

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The Payment Request occurs through a “train stop” comprising of four pages, from creating a request to submitting it:

1. Payment Summary Information.
2. Supplier Information.
3. Line Details.
4. Review and Submit.

Users create Payment Requests by accessing the pages and completing the request using a train stop progression. When a user initiates a Payment Request, it is assigned an auto-generated Payment Request ID number. Payment request ID uses auto numbering to assign the next available ID when a new Payment Request gets created.

Payment Request Approval Using Mobile 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. The Pending Approvals pages:

- Group pending approvals by type, date received, from (last sender), and person.
- Filter pending approvals by type, date, and from
- Display details of each approval request, including the approval chain.
- Provide AWE actions like Approve and Deny.

See Approving Payment Requests Using Mobile Approvals

Payment Cancellation

PeopleSoft Payables provides two methods for cancelling payments:

1. The Cancel Payment component (PYMNT_CANCEL) enables you to cancel individual payment.
2. The Mass Payment Cancellation component (AP_PMT_MASS_CNL) enables you to cancel multiple payments.

   The Mass Payment Cancellation component provides you the ability to cancel a selected population of payments. For example, an interface from payroll may have been processed in error and all payments for that source may need to be cancelled. You can also cancel an entire pay cycle or single or multiple ranges of payment references within a pay cycle.

With PeopleSoft Payables, you can record:

- Stop payments: Checks that you have already sent out for which you have asked the bank to stop the payment.
- Void payments: Payments that you decide to cancel before you send them out.

  The system automatically reconciles a voided payment.

PeopleSoft Payables backs out all payment information for the vouchers affected by a canceled payment. You can optionally reopen or close those vouchers the next time that you run voucher and payment posting. If you reopen vouchers for payment, you can specify whether to pay the same amount or to recalculate the payment amount.

You can only cancel reconciled payments if you have the Federal Payments feature enabled. If you do not have this feature enabled, the system only returns unreconciled payments.

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> **Important**
>
> You cannot cancel prepayments, nor can you cancel a payment if it is for a regular voucher that you have applied to a prepayment.

When you cancel a payment, select one of two processing options to create the necessary accounting entries information:

- For canceled payments marked with the *Do Not Reissue/Close Liability* option, run both the Payment Posting Application Engine process (AP_PSTPYMNT) and the Voucher Posting Application Engine process (AP_PSTVCHR), which creates accounting entries from both payment-related transactions and vouchers.
- For all other canceled payments, run the Payment Posting process, which creates accounting entries from payment-related transactions.

> **Note**
>
> You must run the Journal Generator Application Engine process (FS_JGEN) to generate General Ledger journals for these accounting entries.

Payment Cancellation and PeopleSoft Financial Gateway

When you cancel payments that are settled through PeopleSoft Financial Gateway, the system creates and sends a cancel payment message to PeopleSoft Financial Gateway. This message can contain an individual cancel payment or multiple cancel payments depending on if you use the Cancel Payment component or the Mass Payment Cancellation component, respectively.

To cancel payments settled through PeopleSoft Financial Gateway, the payment's settlement status must have a value of *Error, Hold,* or *Loaded.*

The system handles PeopleSoft Financial Gateway payment cancellation in one of two ways, depending on if the payment is processed or not. Assuming that a payment is pending processing—meaning, it has a *Loaded* status in the PeopleSoft Financial Gateway staging tables—one of the following two scenarios happens:

1. If PeopleSoft Financial Gateway receives the cancellation message in time, it removes the payment from the staging table and sends it back to the PeopleSoft Payables system. PeopleSoft Payables then updates the payment's status to *Canceled.*
2. If PeopleSoft Financial Gateway does not receive the cancellation message in time—meaning, PeopleSoft Financial Gateway is currently processing the payment—the system prevents payment cancellation, even though payment displays only a *Loaded* status. In this scenario, PeopleSoft Financial Gateway sends an error acknowledgement message to PeopleSoft Payables. Until PeopleSoft Payables receives another message and updates the payment status to *Paid,* you cannot cancel the payment.

PeopleSoft Financial Gateway payments can also be out of synchronization ("out of sync") between PeopleSoft Financial Gateway and Payables. This occurs when you attempt to reverse (or undo) a canceled payment, as no message is sent to PeopleSoft Financial Gateway to keep the systems synchronized. The system displays a warning message when you try to save these types of reversed canceled payments.

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Related Topics

- Canceling Individual Payments
  This section provides an overview of payment cancellation with associated liabilities and discusses how to cancel a payment.
- Mass Payment Cancellation Page
  Use the Mass Payment Cancellation page (AP_PMT_MASS_CNL) to search for multiple payments for mass payment cancellation and select the maintenance operation you want to perform: Cancel, Escheat/Stale-date, Undo Cancel, or Undo Escheat/Stale-date.
- Understanding the Voucher Posting and Payment Posting Processes
  The Voucher Posting process creates accounting entries from vouchers. The system uses the accounting entry template and inheritance rules that you set up on the Accounting Entry Template and ChartField Inheritance pages to identify the offset accounts needed to create accounting entries. The entries include the expense distributions entered into the system, as well as additional entries for the payables offset, value-added tax (VAT) expense, nonprorated, nonmerchandise expenses, and closure expenses. These accounting entries are then available for generating general ledger journals, using the Journal Generator Application Engine process (FS_JGEN). Vouchers must be entered, approved, and posted before you can send voucher information to the general ledger.

Payment Escheatment

Occasionally, an organization issues a check to a supplier, but the supplier does not deposit it. Perhaps the supplier goes out of business. Whatever the reason, the check becomes stale-dated. In rare cases, a stale-dated check must revert to the state if no legal heirs or claimants exist.

When you identify a check as stale dated, it is informational only. When you decide to escheat a stale-dated check, you use the Payment Escheatment component (PYMNT_ESCHEATED) to escheat an individual payment:

PeopleSoft Payables enables you to reclassify the stale-dated check to an escheat liability account by debiting cash and crediting escheatment liability. When users escheat payments, they enter an escheatment date. The system uses the escheatment date to control the accounting for the escheatment entry.

> **Note**
>
> The system uses the escheatment date to compare to the effective date of the Accounting Entry template and then selects the active template.

Payment posting treats an escheated payment like a voided payment except that there is no option to close or restate the voucher liability.

When you escheat a payment, you can select on-demand processing options to run just the Payment Posting process, or both the Payment Posting process and Journal Generator process.

- Running only the Payment Posting process creates accounting entries that reverse the cash entries to an escheatment liability account, which users predefine on the Accounting Entry template.

  The system records the escheatment liability account to the vouchering GL business unit and the cash entry to the bank's cash GL business unit. If they are different business units, the system generates InterUnit entries.

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> **Note**
>
> Use the Accounting Entry Template page to modify the accounts and effective dates if you use separate accounts for different periods. For example, you report California escheated payment transactions on November 1, 2006. You use a different escheatment account for the following year's transactions. Enter a new effective row dated November 1, 2006 and modify the account. This ensures the system uses the new account for the following year's escheated payment transactions.

- Running both processes does the accounting entry work (discussed in the first bullet point) and also creates the General Ledger journals.

> **Note**
>
> Escheatment liability entries will reverse all chartfields from the expense entry, except ACCOUNT and ALTACCT. Intra Unit entries will not be generated as chartfield values will be inherited from cash entries. Inter Unit entries will be created accordingly.

Related Topics

- Escheating Individual Payments
  This section discusses how to escheat a payment.
- Understanding the Voucher Posting and Payment Posting Processes
  The Voucher Posting process creates accounting entries from vouchers. The system uses the accounting entry template and inheritance rules that you set up on the Accounting Entry Template and ChartField Inheritance pages to identify the offset accounts needed to create accounting entries. The entries include the expense distributions entered into the system, as well as additional entries for the payables offset, value-added tax (VAT) expense, nonprorated, nonmerchandise expenses, and closure expenses. These accounting entries are then available for generating general ledger journals, using the Journal Generator Application Engine process (FS_JGEN). Vouchers must be entered, approved, and posted before you can send voucher information to the general ledger.

Payment Forecasting

PeopleSoft Payables provides payment forecasting, which enables you to view expected cash disbursements over a longer time span rather than the next pay through date.

Related Topics

- Forecasting Payments

Bank Transfer Charge Process

PeopleSoft Payables provides bank transfer charge processing for businesses in which suppliers are often responsible for the bank transfer charge that is deducted from the payment. The system automatically calculates and creates electric funds transfer (EFT) payments and creates reports of bank transfer charge transactions.

The bank transfer charge process calculates the actual payment amount by deducting the bank transfer charge from the payment amount in cases when the supplier pays the charge. This operation is processed only for EFT payments and takes place within the pay cycle. The

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system generates the EFT file using the adjusted payment amount. The applicable amount of the bank transfer charge is defined in the bank transfer charge code and identified by the combination of bank and file layout. Alternatively, the amount of the charge can be a unique specified amount at the supplier location. This process is enabled at the bank and supplier location levels.

Bank Transfer Charge Autodeduction

If you enable the bank transfer charge option, the system creates a transaction for the charge during the pay cycle, and generates the accounting entry for the charge at the payment posting.

Consider the following during autodeduction:

- Calculation basis.
- Separate payments, pay groups, and mixing with other business units.
- Canceling payments.
- Non-EFT payments.

Bank Transfer Charge Calculation Basis

When you enable the bank transfer charge option using the Bank Transfer Charge table, the system calculates the amount of the charge based on the payment amount.

Separate Payments, Pay Groups, and Mixing with Other Business Units

The bank transfer charge is calculated based on the payment. If one voucher has the **Separate Payment** check box selected on the Voucher component (VCHR_EXPRESS), the bank transfer charge of this payment is calculated separately from other payments.

The process is the same for calculations based on the pay group. When the payments are grouped using group IDs, the charge is calculated for each group ID.

In the same manner, if one business unit has the **Do Not Mix with other Units** option selected on the Payables Definition component (BUS_UNIT_TBL_AP), and if payment for this business unit is made separately, the bank transfer charge is also calculated separately based on the payment amount of the business unit.

On the other hand, if one business unit has the **Do Not Mix with other Units** option disabled (which means that the transactions of this business unit can be paid with the transactions of other business units), the bank transfer charge is calculated based on the payment amount that includes the transactions of other business units.

Canceling Payments

The accounting entry for a bank transfer charge suspense is created during payment posting. At this point, the gross amount is divided into two parts: the actual payment and the bank transfer charge. If this payment is canceled, reverse accounting will generate for all entries, including the bank transfer charge.

Non-EFT Payments

The bank transfer charge is processed only for EFT payments. (EFT does not include Draft EFT and Giro EFT.)

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> **Important**
>
> If there are any setup steps missing, the bank charge is not deducted. For instance, if supplier location is set up to use the Bank Transfer Charge table, but the table was not found during the payment process, the pay cycle completes without errors and the bank transfer charge is not deducted from the payment amount. In this case, a message is logged to the PeopleSoft Process Monitor.

Related Topics

- Performing the Bank Transfer Charge Process
  This section discusses how to perform bank transfer charge autodeduction.

Reschedule Payments Process

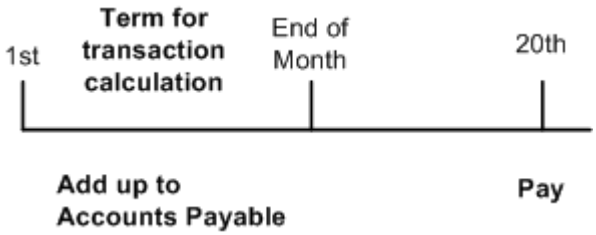
Rescheduling payments is a common business process in some countries. The Reschedule Payments Application Engine process (which includes both the AP_SMT_SEL and AP_SMT_SPLIT Application Engine processes) provides the functionality in PeopleSoft Payables.

To run the Reschedule Payments process, first set up reschedule payments conditions—which define agreements between you and suppliers—and reschedule payments options for suppliers—which associate suppliers with the Reschedule Payments process.

Generally, reschedule payments is a settlement method that profiles the payment methods, conditions, and amounts, depending on the total number of transactions in a certain period of time.

In some countries, such as Japan, customers usually do not issue a payment to their suppliers for each transaction. Instead, the supplier summarizes the transactions and charges for the total amount of the transactions based on prior agreements. The supplier summarizes the transactions and charges for the total amount of the transactions. Then, the customer issues a payment to the supplier on a specific date. Suppose that you made an agreement with a supplier to issue a payment on the 20th day of the next month for all transactions in that month. The supplier charges you for the total amount of transactions in the month, and you issue a payment on the 20th day of the next month. The period of time for transactions is usually one month, which can start on any day (the 1st, 15th, 20th, 25th, and so forth).

Split Multiple Payment Terms diagram.



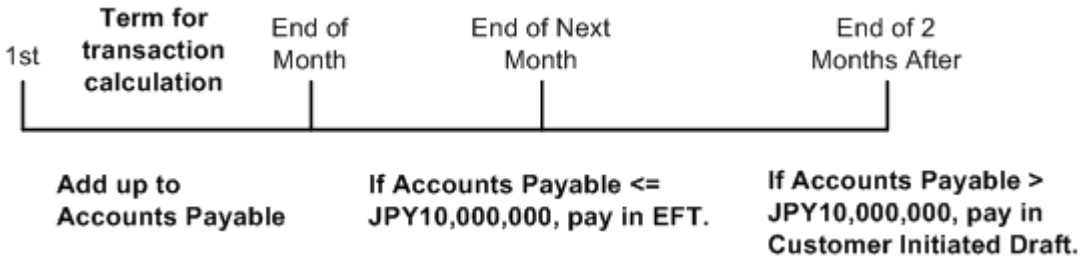
Different payment conditions and methods are applied depending on the total amount of the invoices, as illustrated by the following examples.

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Example 1

If the total amount of the invoices is less than or equal to 10,000,000 JPY, pay in EFT at the end of the next month. If the total amount of the invoices is over 10,000,000 JPY, pay in customer initiated draft at the end of the next month.

Example 1

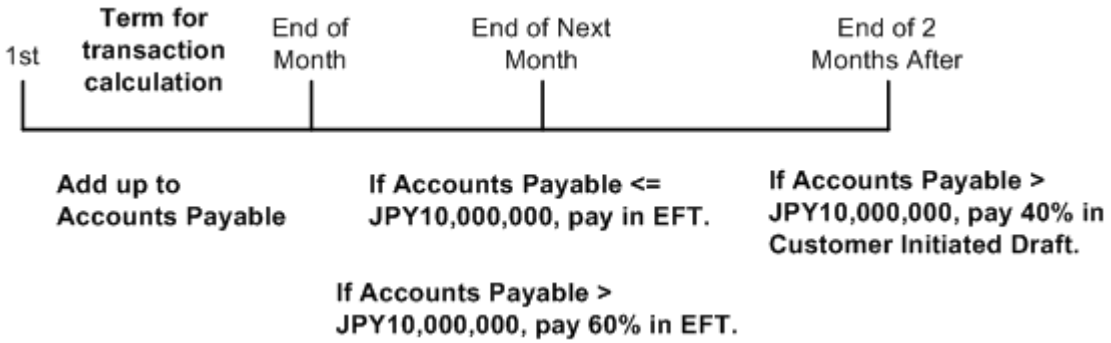


Example 2

You could choose to reschedule the total amount of invoices and apply different payment methods and conditions to each amount.

If the total amount of the invoices is less than or equal to 10,000,000 JPY, pay in EFT at the end of the next month. If the total amount of the invoices is over 10,000,000 JPY, reschedule the total amount into portions of 60 percent and 40 percent. Then pay the 60 percent amount in EFT at the end of the next month and pay the 40 percent amount in customer initiated draft at the end of two months.

Example 2



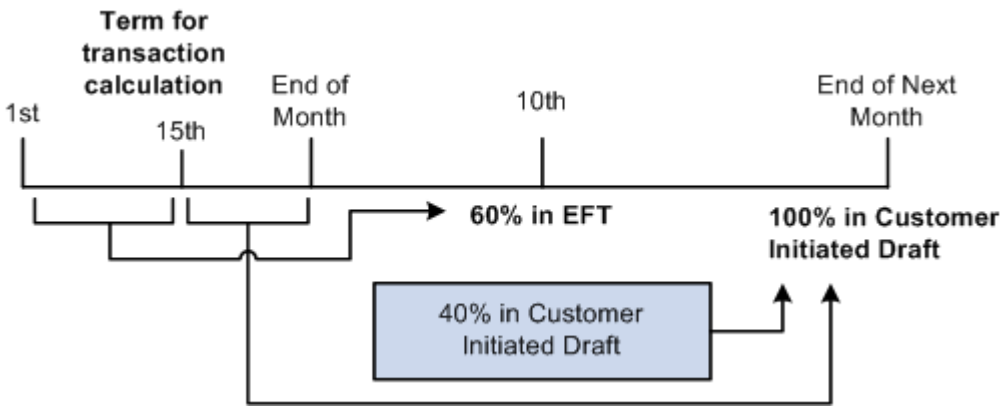
Example 3

In a more complicated scenario, you might run the Reschedule Payments process several times in a certain period of time.

Run it on the 15th and at the end of the month. On the 15th, reschedule the total amount of the invoices into two portions: pay in EFT for 60 percent, and then pay in customer initiated draft for 40 percent with a due date of the 10th of the next month. At the end of the next month, you pay the sum of the amount corresponding to 40 percent in the previous process and the amount of the invoices that come after the 15th in customer initiated draft.

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Example 3



Processing Vouchers with Reschedule Payments Processing

For example, you run the Reschedule Payments process twice every month (on the 15th and at the end of the month) for the vouchers with due dates in the month that you run it. Use the 10th as the basis date when you run the Reschedule Payments process on the 15th and use the 20th as the basis date when you run it at the end of month.

The total amount of vouchers for a supplier that you process with the Reschedule Payments process is 15,000,000 JPY on July 15, 2006.

In this case, the Reschedule Payments process reschedules the total amount into portions of 60 percent and 40 percent because the basis date is July 10, 2006. For vouchers for 60 percent (9,000,000 JPY), the end of the month (July 31, 2006) is set as the payment condition and EFT is set as the payment method. For vouchers for 40 percent (6,000,000 JPY), the end of the month (July 31, 2006) is set as the payment condition, customer initiated draft is set as the payment method, and MONT3 (October 31, 2006) is set as the draft sight. The system recalculates the due date, scheduled pay date, and draft maturity date based on the basis date of July 10, 2006.

New vouchers worth 14,000,000 JPY are entered after July 15, 2006. Because the **Reusable** check box for vouchers for 40 percent (6,000,000 JPY) was selected in the previous process, the vouchers worth 6,000,000 JPY plus newly entered vouchers worth 14,000,000 JPY are processed by the Reschedule Payments process this time. Therefore, the vouchers worth 20,000,000 JPY are split into portions of 50%, because the basis date is July 20, 2006. For vouchers for one half (10,000,000 JPY), the 10th of the next month (August 10, 2006) is set as the payment condition and CHK is set as the payment method. For vouchers of the other half (10,000,000 JPY), the 10th of the next month (August 10, 2006) is set as the payment condition, the customer initiated draft is set as the payment method, and MONT3 (November 10, 2006) is set as the draft sight. The due date, scheduled pay date, and draft maturity date are recalculated based on the basis date of July 20, 2006.

Related Topics

- Processing Reschedule Payments

Using Express Payments

This section discusses how to create and review express payments.

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Pages Used to Create and Review Express Payments

Page Name	Definition Name	Usage
Express Payment Page	PYMNT_EXPRESS	Create a payment for one or multiple vouchers for one specific supplier.
Express Payment Manager - Pay Cycle Page	EXP_PYCYCL_MGR	Review and process Express Payments. You can only review express payments being processed from the Express Payment Manager.

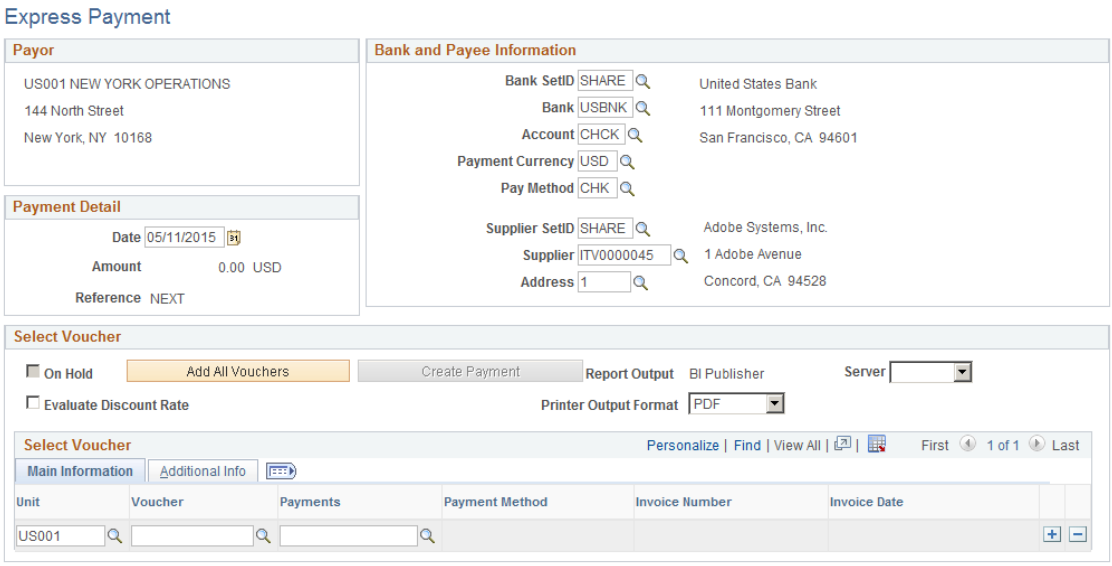
Express Payment Page

Use the Express Payment page (PYMNT_EXPRESS) to create a payment for one or multiple vouchers for one specific supplier.

Navigation:

Accounts Payable, and then **Payments**, and then **Express Payments**, and then **Create Express Payment**, and then **Express Payment**

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



> **Note**
>
> Multiple views of this page are available by clicking the tabs in the scroll area.

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> **Note**
>
> Only one payment is created for the supplier, unless the **Separate Payment** option or the **Do Not Mix Units** options are selected. In those cases, more than one payment can be created to pay the supplier.

Payor

This group box displays the payor information. If you have multiple payments being paid for the same bank, it is possible that the payor could be different than what appears on the page.

Bank and Payee Information

The bank and payee information appears by default from the schedule payment selected on the Voucher - Payments page.

Payment Detail

Field or Control	Description
Date	Enter the date that prints on the check.
Amount	Displays the amount of the payment, based upon the vouchers that are selected in the **Select Voucher** group box.
Reference	Displays the number of the check. *NEXT* indicates that the system generates the number, incrementing the reference number based on the last number that it used for a check in the specified bank account.

Bank and Payee Information

Once you select a bank SetID and a supplier SetID, the system displays the name and address of the bank and supplier information in this group box.

Field or Control	Description
Bank SetID	Enter the bank SetID, bank, and bank account from which the payment is drawn.
Payment Currency	Enter the payment currency.
Pay Method	Enter the pay method.
Supplier SetID	Enter the SetID, supplier ID, and address of the supplier you are paying.

Select Vouchers

Field or Control	Description
On Hold	Specifies whether the payment scheduled is on hold. The holding option can be set manually or by a scheduled process. For example, the withholding process places those vouchers with withholding exceptions on hold.

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Field or Control	Description
Evaluate Discount Rate	Select for the system to compare where you receive the most benefit, such as paying a discounted voucher early and taking the discount or waiting for the due date and earning the interest income during that time.
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 to automatically enter all outstanding payments for the supplier to this payment.
Create Payment	Click to generate a pay cycle with the name *XPC001* through *XPC999*. The system transfers you to the Express Payment Manager page to complete your check processing. **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 express payment for a supplier with a financial sanctions status of *Review*. See PeopleSoft Source to Settle Common Information: Understanding Financial Sanctions Validation.
Server	Select from the available options. The prompt only shows servers that have a status of *Running* on the Process Monitor Server List page. The system performs validation before a process is initiated to ensure that PeopleSoft Process Scheduler server is currently running.
Pay Cycle	Appears after you click the **Create Payment** button.

> **Note**
>
> If you reach a Quick 9 pay cycle you can process the existing express pay cycles and then create a new express pay cycle or use the regular pay cycle and select only those payments you want to process.

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Main Information Tab

Select the **Main Information** tab.

Choose the payment schedules that you want to pay.

Field or Control	Description
Unit	Enter the business unit for the payment schedule that you want to pay.
Voucher	Enter the voucher ID for the payment schedule that you want to pay.
Payments	Enter the payment schedule number associated with the payment schedule that you want to pay.
Payment Method	Displays the payment method for the payment schedule that you want to pay.
Invoice Number	Displays the invoice number associated with the voucher that you select.
Invoice Date	Displays the invoice date associated with the voucher that you select.
Apply Discount	Select to apply the discount to the payment.

Additional Information Tab

Select the **Additional Information** tab.

Field or Control	Description
Gross	Displays the gross amount for the selected payment schedule.
Amount	Displays the payment amount for the selected payment schedule. This amount differs from the gross amount when there is a discount available.

Related Topics

- Running and Managing Pay Cycles
  This section discusses how to process and manage pay cycles.

Express Payment Manager - Pay Cycle Page

Use the Express Payment Manager - Pay Cycle page (EXP_PYCYCL_MGR) to review and process Express Payments.

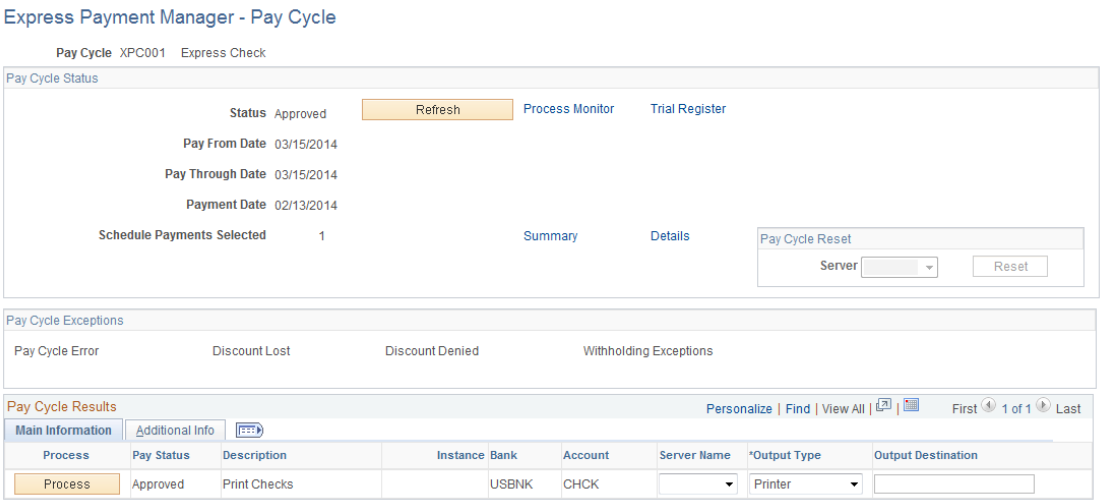
You can only review express payments being processed from the Express Payment Manager.

Navigation:

- **Accounts Payable**, and then **Payments**, and then **Express Payments**, and then **Manage Express Payment**, and then **Express Payment Manager - Pay Cycle**
- Click the **Create Payment** button on the Express Payment page.

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This example illustrates the fields and controls on the Express Payment Manager - Pay Cycle page. You can find definitions for the fields and controls later on this page.



> **Note**
>
> Multiple views of this page are available by clicking the tabs in the scroll area.

Pay Cycle Status

Field or Control	Description
Status	Displays the current status of the express payment pay cycle. Options include: *New:* The first time that the express payment pay cycle runs. *Approved:* Ready to run. express payments are preapproved by definition. *Running:* Currently running. *Complete:* Complete.
Refresh	Click to refresh the Express Payment Manager page to display the most current status. Some express payment processes must complete before the next process can start. While these processes are running, the status for the Express Payment is *Processing*. Click the **Refresh** button to update the page, so that you can view whether the express payment is ready to advance to the next step.
Pay From Date	Displays the scheduled pay date for the voucher payment schedule. If the scheduled pay date is between the pay from and pay through dates, the voucher payment schedule can be paid in the current express payment pay cycle.
Payment Date	Displays the date that prints on payments. It can differ from the pay through date.

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Field or Control	Description
Schedule Payments Selected	Displays the number of scheduled payments selected to be processed. For payments with pay cycle status *Completed* on Pay Cycle Manager, the number of payments will be reset to Zero only when next payments for that pay cycle is run.
Summary	Click to access the Pay Cycle Summary Data page, where you can view summary information about scheduled payments by each bank account.
Details	Click to access the Pay Cycle Detail Data page, where you can search scheduled payments by different search criteria, such as business unit, invoice, or supplier ID.

Pay Cycle Reset

Field or Control	Description
Server	Select a server from the available options.
Reset	Click to initiate a process to clear all of the scheduled payments currently being processed in the pay cycle. This link is active when payments are created, selected, and rejected. It remains active until the pay cycle has been *Approved.*

Pay Cycle Exceptions

Field or Control	Description
Discount Lost	Opens the Lost Discount Alert page, so that you can review lost discount alert exceptions generated during pay cycle processing.
Withholding Exceptions	Opens the Wthd Exception (withholding exception) page, so that you can review withholding exceptions generated during pay cycle processing.
Discount Denied	Click to review and to override discount denied information. If the bank interest earned on the net voucher amount is greater than the amount of the discount that you gain by paying early, the system issues a discount denied exception and the **Discount Denied** link becomes active.

Main Information Tab

Select the **Main Information** tab.

The **Main Information** and **Additional Information** tabs only show high-level information about the scheduled payments in the pay cycle. For detailed information about both electronic and nonelectronic payments, click the **Summary** and **Detail** links in the **Pay Cycle Status** group box.

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Field or Control	Description
Process	Click to initiate the next step of the express payment pay cycle, such as creating an EFT file, or printing checks or advices.
Recreate	Click to recreate checks that have already been generated.
Pay Status	Displays the current status for the pay cycle's bank account or payment method.
Instance	Displays the process instance for the latest process that you initiated for the bank account or payment method.
Bank and **Account**	Displays the bank and account that is being processed for the pay cycle.
Server Name	Select a specific PeopleSoft Process Scheduler server from which to run the pay cycle Output process.
Output Type	Select this option to create your express payments in a file format. This is useful if the printer is not attached to the server that creates the checks. You may send the checks to a file and later copy this file to another machine where the check could be printed.
Output Destination	Specify the output file directory or the printer name for the output file creation. If the **File** check box is selected, the **Output Destination** field appears by default from the Server File Destination specified on the User Preferences - PayCycle page. You can override the default with a valid directory path, but remember that a meta string (such as %%OutputDirectory%%) is not permitted. You must specify a full directory path with a backslash at the end (for example: C:\TEMP\). **Note:** Make sure that you do not specify the root directory of a shared drive, as it is not supported by this functionality.

> **Note**
>
> System checks, EFTs, ACHs, and drafts can be processed by express payment.

Additional Information Tab

Select the **Additional Information** tab.

Field or Control	Description
Pay File	Displays the name of the payment output file that is created.
Form ID	Displays the Form ID specified on the bank account definition for the document formatting.

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Field or Control	Description
Positive Pymnt (positive payment)	This does not apply to express payment processing.
Copy Frm (copy form)	Displays the Form ID specified on the bank account definition for formatting check copy files.
First Payment	Displays the beginning payment reference number for the pay cycle.

Related Topics

- Running and Managing Pay Cycles
  This section discusses how to process and manage pay cycles.

Recording Manual Payments

Page Used to Record Manual Payments

Page Name	Definition Name	Usage
Voucher - Payments Page	VCHR_PAYMENT_PNL	Record a manually issued payment by changing the value in the **Action** field to *Record.*

Recording Manual Payments

To record a manual payment within the system:

> **Note**
>
> Both the **Manually Schedule Payments** option and the **Record Payment** option must be selected in the User Preferences - Payables Online Vouchering (OPR_DEF_TABLE_AP1) page in order to access the payment options section on the Voucher - Payments page.

See Application Fundamentals: User Preferences – Payables Online Vouchering Page.

1. Access the Voucher component.
2. Create a voucher for the payment.
3. On the Voucher - Payments page, select *Man* (manual) as the payment method.
4. Select *Record* as the payment action.

   When you select *Record,* many fields in the component become unavailable for entry, including the **Gross Amount, Discount, Scheduled Due, Net Due, Discount Due, Pay Group, Handling, Hold Payment,** and **Separate Payment.**
5. Select *Full* (for a full payment) or *Discounted* (for a discount payment) in the **Pay** field.

   When you record a payment, the **Accounting Date** field becomes active, enabling you to change the **Accounting Date** field to reflect the actual date of the manual payment.

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6. (Optional) If you have set up document sequencing for the General Ledger business unit associated with the PeopleSoft Payables business unit, a **Doc Seq** link appears at the top of the Payments page; click this link to view or override the document sequencing settings.
7. Make sure that the remit to supplier, supplier location, and address, as well as the bank code and account type match the manual payment that was made.
8. Enter a payment reference number in the **Schedule Payment** group box.
9. (Optional) Modify the **Payment Date** field to reflect the date of the manual payment.
10. Confirm the following items to ensure that your manual payments are recorded successfully:
    - The amount of the payments entered must add up either to the gross amount or to the gross less the discount as specified on the Invoice Information page.
    - The voucher must be approved in the system.
    - The bank account setup must support manual payments.

> **Note**
>
> If financial sanctions validation is enabled at the installation level or the bank level, you cannot select *Record* as the payment action 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 a manual payment for a supplier with a financial sanctions status of *Review.*

See Voucher Validation.

> **Note**
>
> Use the Manual Draft Creation page to enter supplier-initiated drafts.

Related Topics

- Entering Invoice Information for Online Vouchers
  This section provides an overview of voucher dependencies and balancing functionality.
- Creating Drafts Manually
  This section provides an overview of manual draft creation.

Assigning Special Check Numbers to Manual Payments

The flexibility of assigning special check numbers to manual payments can result in your losing the ability to update the last reference number used on the payment method table in External Accounts component (BANK_EXTERNAL). This flexibility enables you to assign check numbers from a different number range other than the one used for pay cycle processing. If the check number that you assign to a manual payment is different by more than 100 from the last reference number used, the system assumes that a different check number range is being used, and it does not update the last reference number used.

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Related Topics

- PeopleSoft Banks Setup and Processing: External Accounts - Payment Methods Page

Creating Manual Payments

To set up your auto-numbering for manual payments, use the Auto Numbering component (AUTO_NUM_PNL).

Pages Used to Create Manual Payments

Page Name	Definition Name	Usage
Auto Numbering Page	AUTO_NUM_PNL	Define automatic numbering specifications for manual payments using the Manual Payment Creation component.
Manual Pay Selection Page	AP_MAN_SEL	Enter criteria to build the manual payment worksheet.
Man Pay Worksheet Page	AP_MAN_ENTRY	Enter manual payment information.
Apply Voucher Page	AP_MAN_APPLY	Apply scheduled vouchers to the manual payment.
Delete Payment Worksheet Page	APD_DELETE_WS	Delete manual payment worksheets.

Auto Numbering Page

Use the Auto Numbering page (AUTO_NUM_PNL) to define automatic numbering specifications for manual payments using the Manual Payment Creation component.

Navigation:

Set Up Financials/Supply Chain, and then **Common Definitions**, and then **Codes and Auto Numbering**, and then **Set Up Automatic Numbering**

Field or Control	Description
Number Type	Create a number type to automatically increment the manual payment worksheet ID for the creation of manual payments. This worksheet number is shared with manual draft payment worksheets.

Related Topics

- Application Fundamentals: Auto Numbering Page

Manual Pay Selection Page

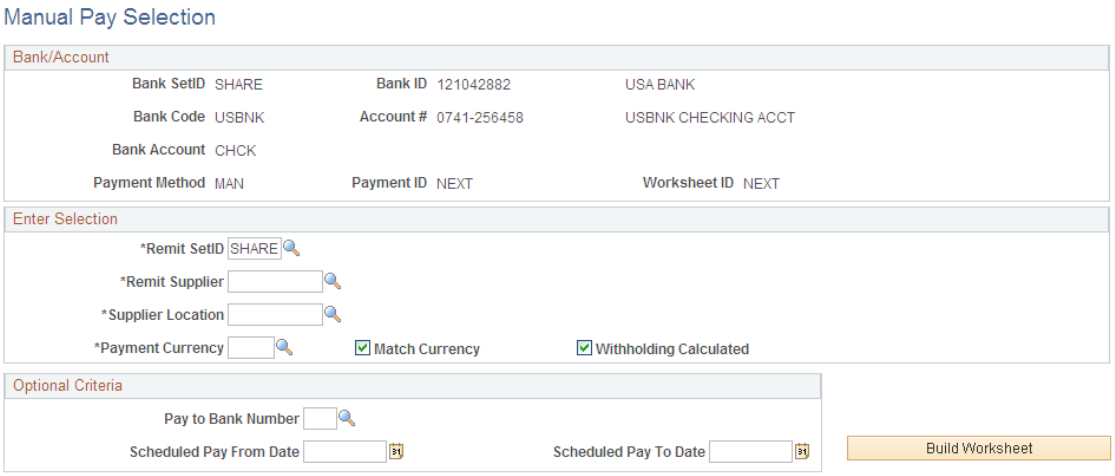
Use the Manual Pay Selection (manual payment selection) page (AP_MAN_SEL) to enter criteria to build the manual payment worksheet.

Navigation:

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Accounts Payable, and then **Payments**, and then **Manual Payment and Prepayment**, and then **Create Manual Payment**, and then **Manual Pay Selection**

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



Enter the bank code and account information.

Field or Control	Description
Remit SetID, Remit Supplier and **Supplier Location**	Enter the SetID, remit supplier ID, and supplier location for the supplier to whom you remit the manual payment. When you build the worksheet, the system returns eligible scheduled payments with the same supplier information. **Note:** If financial sanctions validation is enabled and the 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. The system does not allow you to create a manual payment for this supplier.
Payment Currency	Enter a currency for the manual payment.
Match Currency	Select if you want the system to return scheduled payments with the same payment currency. If you do not select this option, the system returns all eligible scheduled payments for the remit supplier, regardless of their payment currency and converts them to the selected supplier's currency.

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Field or Control	Description
Withholding Calculated	Select for the manual payment worksheet functionality to only return those vouchers for the remit supplier that have had withholding calculated (meaning, those vouchers for which withholding has been calculated at voucher posting time and have been posted). If this check box is not selected, all vouchers for the remit supplier are available on the manual payment worksheet excluding all paid payment schedules and vouchers that are set to have withholding calculated at voucher posting and have not yet been posted. The **Withholding** tab on the Manual Pay Worksheet - Apply Voucher page displays whether the voucher is withholding applicable and whether withholding has been calculated.

You can use the fields in the **Optional Criteria** group box to limit the vouchers that the system returns. For example, you can limit the search to vouchers with the same pay to bank or to vouchers with specific scheduled pay dates.

Field or Control	Description
Pay to Bank Number	Enter a supplier bank number for the system to return eligible vouchers whose schedule payments have the same supplier pay to bank.
Scheduled Pay From Date and **Scheduled Pay To Date**	Use these fields to limit the search to eligible vouchers whose scheduled pay dates falls within given date range.

When you click the **Build Worksheet** button, the system uses the information entered here to return a list of eligible voucher scheduled payments that you can apply to the manual payment. Once a worksheet is built, you can remove it using the Delete Payment Worksheet page.

> **Note**
>
> If financial sanctions validation is enabled, the system validates the supplier against financial sanctions lists (for example, the SDN list) upon clicking the **Build Worksheet** button. The system updates the supplier's financial sanctions status on the Supplier Information component (VNDR_ID). The system does not allow you to build a worksheet 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 a manual payment worksheet for a supplier with a financial sanctions status of *Review.*

See PeopleSoft Source to Settle Common Information: Understanding Financial Sanctions Validation.

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> **Note**
>
> Only scheduled voucher payments that are regular vouchers, registered vouchers, reversal vouchers, third-party vouchers, or adjustment vouchers are returned for application to manual payments.

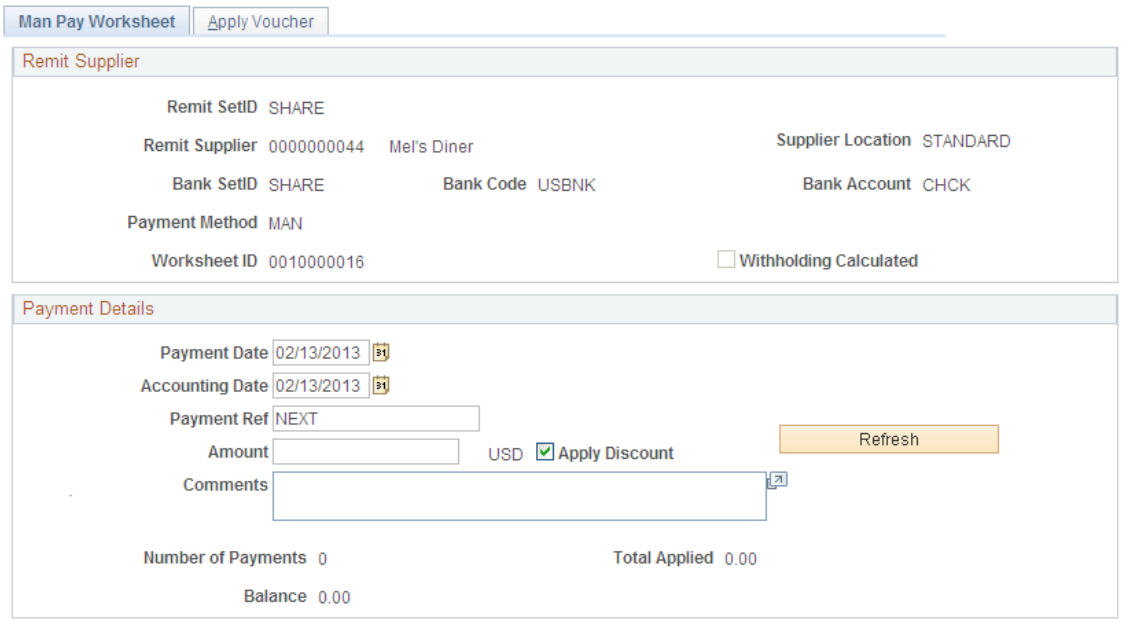
Man Pay Worksheet Page

Use the Man Pay Worksheet (manual payment worksheet) page (AP_MAN_ENTRY) to enter manual payment information.

Navigation:

- **Accounts Payable**, and then **Payments**, and then **Manual Payment and Prepayment**, and then **Update Payment Worksheet**, and then **Man Pay Worksheet**
- Click the **Build Worksheet** button on the Manual Pay Selection page

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



Field or Control	Description
Payment Date	Enter the actual payment date, for example, the date that you wrote the manual check.

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Field or Control	Description
Document Sequencing	Click this link to access document sequencing information. This link only appears if document sequencing is enabled. The document type and journal type are viewable at any time, but the document sequence number and document sequence date are updated only when the payment is created in PAYMENT_TBL.
Accounting Date	Displays the posting date. You can override this value.
Payment Ref (payment reference)	Defaults to *NEXT* and the system generates a new number at save time based on the next sequential number in the bank account. You can manually override this entry with a numeric value. The system validates it at save time.
Amount	Enter the manual payment amount.
Apply Discount	Select for the system to check the discount date against the creation date of the manual payment. If the scheduled payment for the voucher qualifies for the discount, the **Paid Amount** field on the Apply Voucher page displays the discount amount for the scheduled payment instead of the gross amount.
Refresh	Click to calculate the total applied and balance amounts, check for discount situations and update the voucher list on the Apply Voucher page.
Number of Payments	Displays the number of scheduled payments currently applied to this manual payment.
Total Applied	Displays the total amount of the scheduled payments currently applied to this manual payment.
Balance	Displays the difference between the manual payment amount and the total amount of the applied scheduled payments. **Note:** The manual payment is only created in the PAYMENT_TBL when the balance is 0.00, that is, when the payment is *fully applied* to scheduled payments. Otherwise, only the manual payment worksheet is saved.

Apply Voucher Page

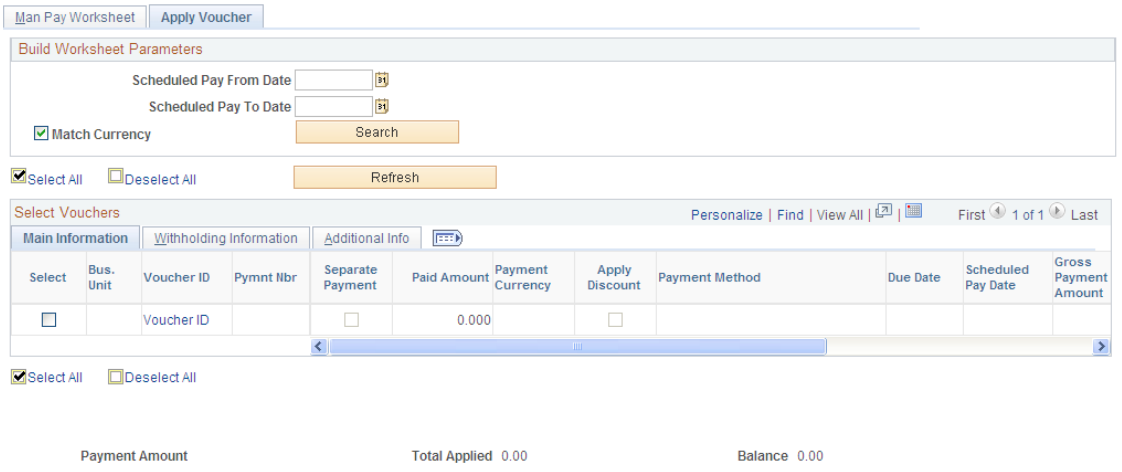
Use the Apply Voucher page (AP_MAN_APPLY) to apply scheduled vouchers to the manual payment.

Navigation:

- **Accounts Payable**, and then **Payments**, and then **Manual Payment and Prepayment**, and then **Update Payment Worksheet**, and then **Apply Voucher**
- Click the **Build Worksheet** button on the Manual Pay Selection page.

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



> **Note**
>
> Multiple views of this page are available by clicking the tabs in the scroll area.

Common Page Information

Field or Control	Description
Scheduled Pay From Date, Scheduled Pay To Date, and **Match Currency**	These fields have the same functionality as on the Manual Pay Selection page. Use them to further limit the vouchers that appear based on the payment date range and currency of the payment.
Payment Amount	Displays the payment amount currently entered on the Man Pay Worksheet page.
Total Applied	Displays the total amount of the scheduled payments currently applied to this manual payment.
Balance	Displays the difference between the manual payment amount and the total amount of the applied scheduled payments. **Note:** The manual payment is only created in the PAYMENT_TBL when the balance is 0.00, that is, when the payment is *fully applied* to voucher scheduled payments. Otherwise, only the manual payment worksheet is saved.

Main Information Tab

Select the **Main Information** tab.

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Field or Control	Description
Select	Select this check box to individually select scheduled payments and then click the **Refresh** button to apply the manual payment and recalculate the total applied and balance amounts. Once you select the scheduled payments, they are placed on hold even if you do not fully apply and create the manual payment. Click the **Search** button in the **Build Worksheet Parameters** group box to take them off hold.
Bus Unit (business unit)	Displays the business unit of the selected payments.
Voucher ID	Displays the voucher ID of the selected payments. Click any of the voucher IDs listed to access the Voucher Inquiry page for that voucher.
Pymnt Nbr (payment number)	Displays the number of the scheduled payment. If there are multiple scheduled payments for a voucher, they each have a unique payment number.
Separate Payment	Indicates the option you selected on the Payments page in the Voucher component. You can select a scheduled payment that has **Separate Payment** enabled. However, you cannot select any other scheduled payments along with this one. The system displays an error message if you try to do this.
Paid Amount	Displays the actual payment amount and currency of the scheduled payment; this can be either the gross or discount amount. **Note:** If you selected the **Apply Discounts** check box on the Manual Payment Worksheet page, and if the scheduled payment is eligible for the discount, this field displays the discount amount instead of the gross amount.
Apply Discount	Indicates whether or not you selected the **Apply Discounts** check box on the Manual Payment Worksheet page.
Payment Method	Displays the payment method for the scheduled payment.
Due Date	Displays the net due date of the scheduled payment.
Scheduled Pay Date	Displays the scheduled due date of the scheduled payment.
Gross Payment Amount	Displays the gross amount of the scheduled payment.
Transaction Currency	Displays the transaction currency of the scheduled payment.
Discount	Displays the discount amount of the scheduled payment.
Discount Due Date	Displays the discount due date of the scheduled payment.

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Withholding Information Tab

Select the **Withholding Information** tab.

In addition to the select, business unit, voucher number, and payment number fields, this tab displays:

Field or Control	Description
Withholding Applicable	Displays whether or not a voucher is withholding applicable.
Withholding Calculated	Displays whether or not a voucher has had withholding calculated, for example at voucher post. If you select a voucher which is withholding applicable but has not had withholding calculated, the system does not physically withhold for the voucher. Instead it creates withhold transactions based on the amount paid or amount subject to withholding for reporting purposes only. In other words the voucher is treated as 0% withholdable. This ensures that the paid amount is reported for withholding. **Note:** For suppliers that require physical withholding, a withholding amount is not withheld.

Additional Information Tab

Select the **Additional Information** tab.

In addition to the select, business unit, voucher number, and payment number fields, this tab displays:

Field or Control	Description
Bank and **Account**	Displays the bank and type of bank account from which the scheduled payment is being created.
Pay to Bank Number	Displays the remit supplier's bank number, if you entered one on the Manual Pay Selection page.
Bank Account # (bank account number)	Displays the bank account number.
IBAN	Displays the international bank account number (IBAN) in addition to the local, domestic bank account number when the country has been set up to display the IBAN on the IBAN Formats page.
Do Not Mix BU (do not mix business unit)	Select to restrict your voucher selection to only those vouchers with the same PeopleSoft Payables business unit as the payment that you are creating.

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Related Topics

- Payables Definition - Payments Page
  Use the Payables Definition - Payments page (BUS_UNIT_TBL_AP5) to specify payment options for the business unit.
- Scheduling and Creating Voucher Payments for Online Vouchers

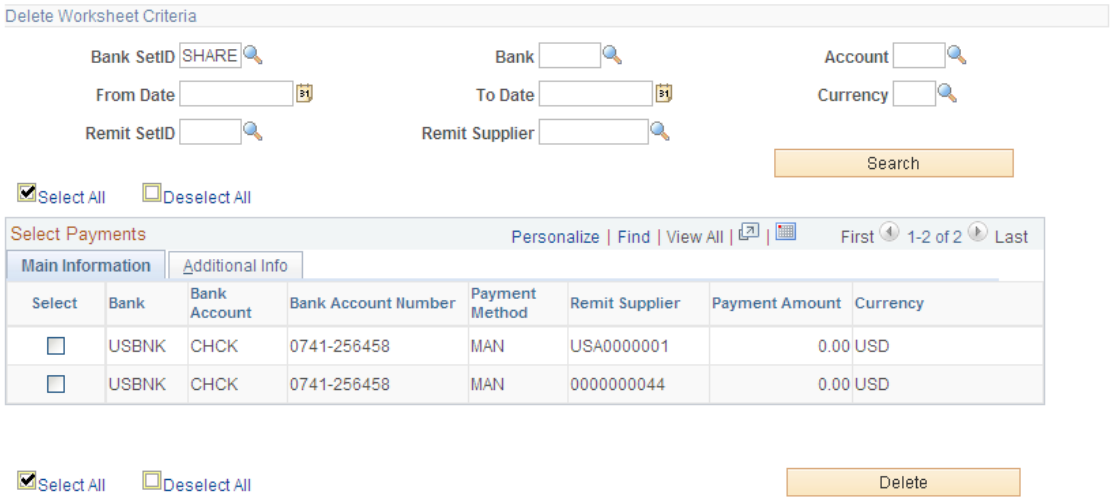
Delete Payment Worksheet Page

Use the Delete Payment Worksheet page (APD_DELETE_WS) to delete manual payment worksheets.

Navigation:

Accounts Payable, and then **Payments**, and then **Manual Payment and Prepayment**, and then **Delete Payment Worksheet**

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



Enter the criteria to display selected payments.

> **Note**
>
> Manual payments will not be available for deletion if the payment has already been fully applied to a voucher. You must first cancel the payment before you can delete the payment.

Main Information Tab

Select the **Main Information** tab.

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Field or Control	Description
Select	Select this check box to individually select manual payments and then click the **Delete** button to delete the manual payment.

Displays the bank information, remit supplier, and payment amount associated with the manual payments.

Additional Information Tab

Select the **Additional Information** tab.

Displays the worksheet and payment date information.

Creating Payment Requests

This topic provides an overview of Payment Requests and discusses how to create payment requests.

Pages Used to Create Payment Requests

Page Name	Definition Name	Usage
Payment Request Template Page	PR_TEMPLATE_SETUP	Set up and configure fields or functionality on the Payment Request pages
Payment Request Center Page	PR_CENTER	View Payment Requests, filter Payment Requests by date range and status, add/edit/ cancel/ payment requests, and answer questions.
Payment Request - Summary Information Page	PR_SUMMARY	Create or Edit a payment request.
Payment Request - Supplier Information Page	PR_VNDR	Enter supplier details for the payment request.
New Supplier Request Page	PR_VNDR_ADD_SEC	Enter a new supplier with details of address, contact Information, and new supplier questions.
Payment Request - Invoice Details Page	PR_LINE	Enter invoice lines for the payment request.
Add a New Line Page	PR_LINE_SEC	Add invoice lines for the payment request. See Payment Request - Invoice Details Page
Payment Request - Review and Submit Page	PR_ SUBMIT	Review the payment request and submit it for approval.
Payment Request - Review Page	PR_REVIEW_SEC	Review the payment request.
Payment Request - Approval Page	PR_APPROVAL	Approve the payment requests.

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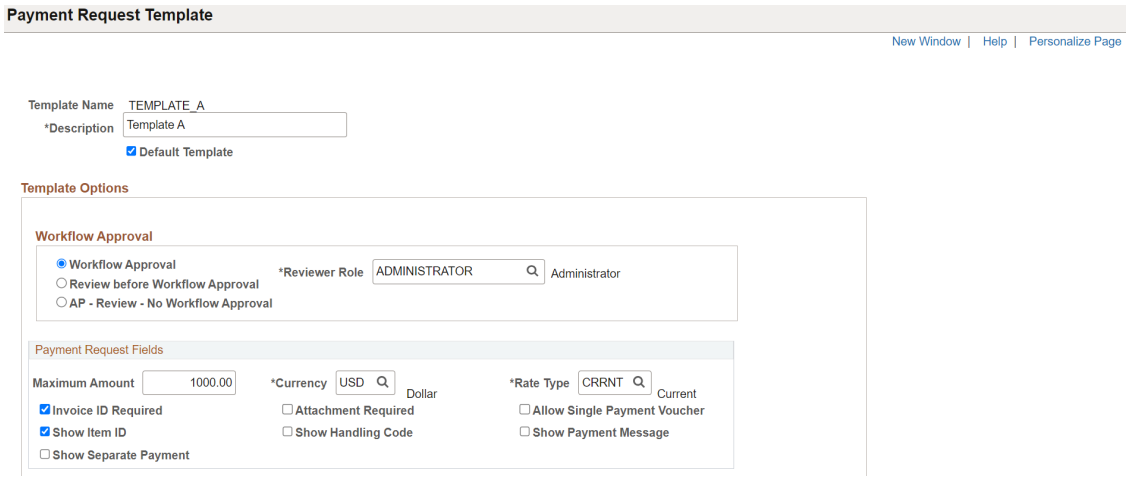
Payment Request Template Page

Use the Payment Request Template page (PR_TEMPLATE_SETUP) to set up Workflow Approval options, Business unit options, ChartField options, and user defined questionnaires.

Navigation:

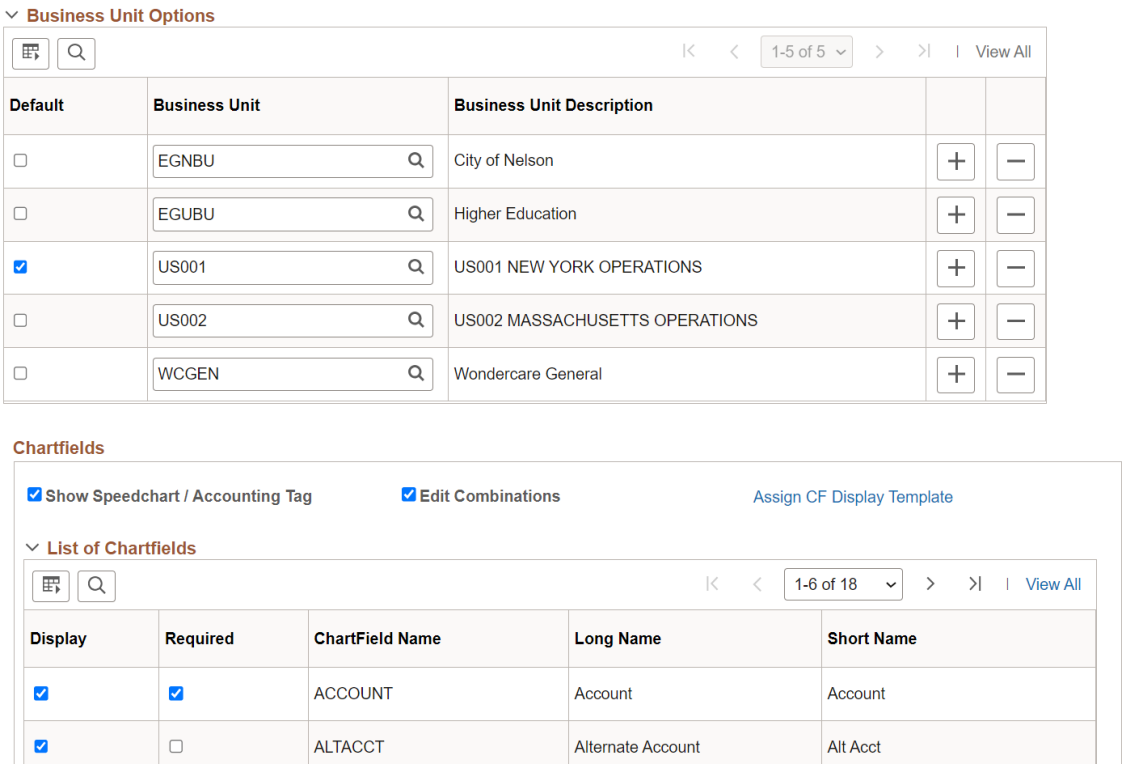
Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Vouchers**, and then **Payment Request Template**

This example illustrates the fields and controls on the Payment Request page (1 of 4). You can find definitions for the fields and controls later on this page.

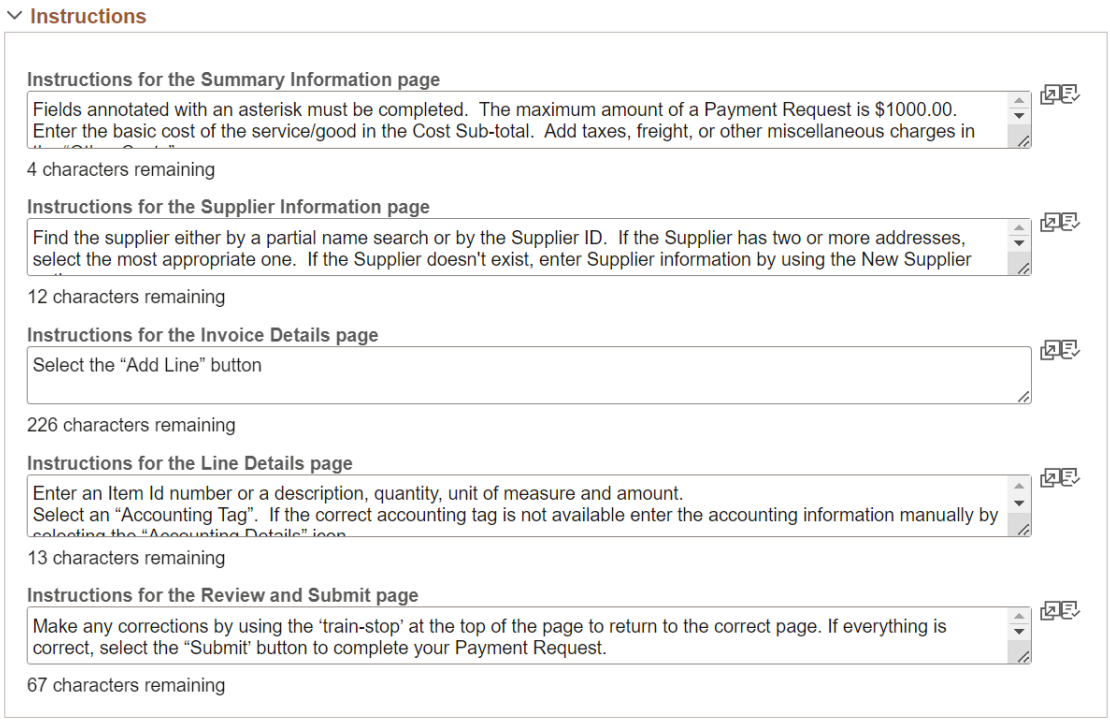


This example illustrates the fields and controls on the Payment Request page (2 of 4). You can find definitions for the fields and controls later on this page.

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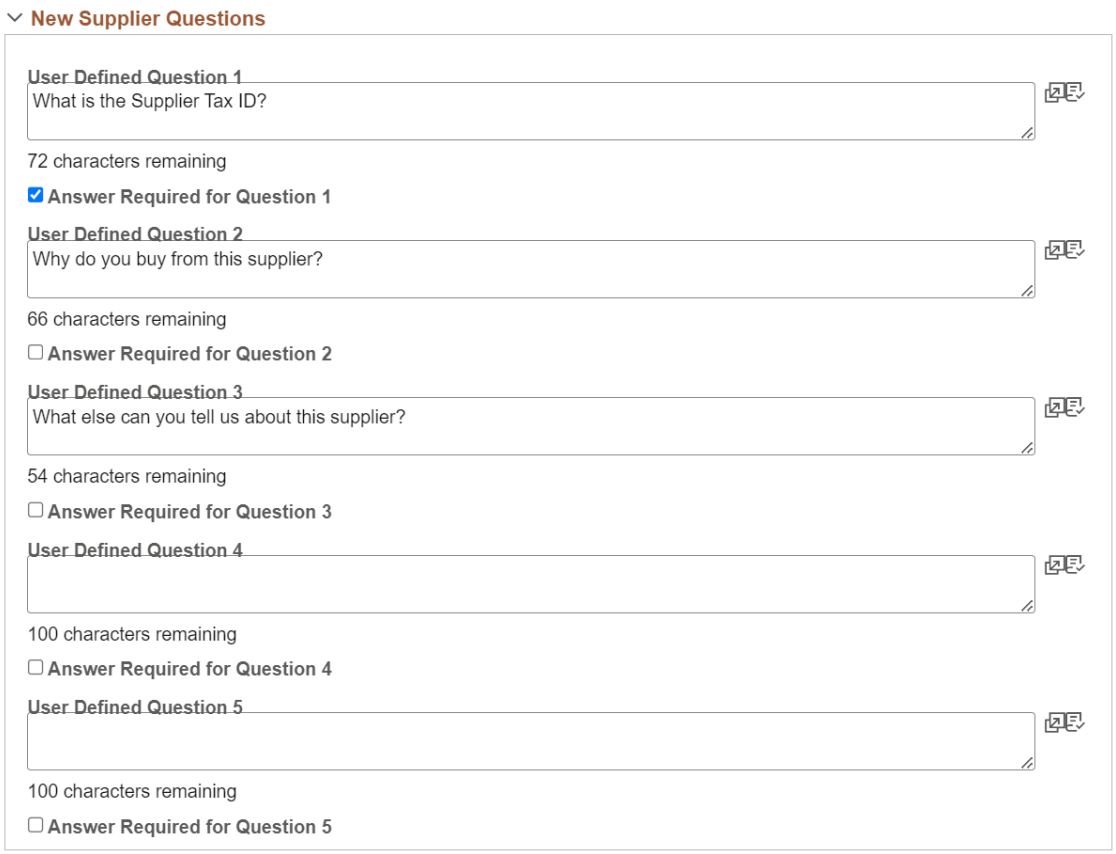


This example illustrates the fields and controls on the Payment Request page (3 of 4). You can find definitions for the fields and controls later on this page.



This example illustrates the fields and controls on the Payment Request page (4 of 4). You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Default Template	Select to make this template the default template to associate with the new payment request. **Note:** The template associated with the business unit set up at the User Preferences level is processed at the time of creating a payment request. When there is no template associated with the business unit at the User Preferences level or there is no default business unit set up at User Preferences, then the system processes the default template for the request.

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Field or Control	Description
Workflow Approval	The following are the various status changes that payment requests undergo during their lifecycle- New, Denied, Submitted, Pending, Approved, Vouchered, and Cancelled. Select the desired workflow approval method from the three options available: *Workflow Approval*: Select to enable the workflow framework to approve the Payment Request. The approver having Reviewer Role will have access to the Payment Request pages to make necessary changes to the request and then to return to approval framework to approve it. This is the default option. **Note:** The approver that has the Reviewer Role can be assigned as any one of the approvers in the approver list in the workflow approval framework. When this approver is assigned as the last approver in the list, the system will ensure that the payments that require approval first are processed before Accounts Payable department to make changes and approving. *Review before Workflow Approval*: Select to enable a review/edit process for users with Reviewer Role permissions before the Payment Request goes to workflow approval for approval. *AP Review - No Workflow Engine*: Select to enable a review/edit process for users with Reviewer Role permissions before the Payment Request proceeds to the Voucher Build process. Select this option if you do not have workflow approval implementation.
Reviewer Role	Select the desired reviewer role to determine who will be able to access the Payment Request, make changes, approve it, and how the status changes after submission.

Payment Request Fields

Field or Control	Description
Maximum Amount	Select the desired maximum amount for the payment request. Leave the field blank to have no maximum limit for the amount.
Currency	Select the desired currency. The default is taken from the Payables Business Unit.
Rate Type	Select the desired rate type.
Invoice ID required	Select to ensure that invoice ID is required at the time of creating a payment request.
Attachment required	Select to ensure that a document is attached at the time of creating a payment request.

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Field or Control	Description
Allow Single Payment Voucher	Select to allow single payment voucher at the time of creating a payment request. Available only for payment requests using PeopleSoft Fluid User Interface.
Show Item ID	Select to display the Item ID on the Payment Request page.
Show Handling Code	Select to display the Handling Code on the Payment Request page. Available only for payment requests using PeopleSoft Fluid User Interface.
Show Payment Message	Select to display the Payment Message on the Payment Request page. Available only for payment requests using PeopleSoft Fluid User Interface.
Show Separate Payment	Select to display the Separate Payment on the Payment Request page. Available only for payment requests using PeopleSoft Fluid User Interface.

Field or Control	Description
Business Unit Options	Select a business unit that is unique to this template. The template associated with a Payment Request in the train stop is determined based on the business unit selected here.
List of ChartFields	Select the list ChartFields to be displayed on the Payment Request pages, when using the Classic user interface. The ChartFields you select as Required are taken into account at the time of Payment Request submission. **Note:** Fluid user interface uses the **Assign CF Display Template page** to determine which ChartFields you want to display of on the Payment Request pages.
Show SpeedChart/Accounting Tag	Select to show SpeedChart Key and Accounting Tag fields on the Accounting Details page so that you can select various SpeedCharts and Accounting Tags to use. **Note:** For the Accounting Tag to be available in the PeopleSoft Classic, in addition to selecting this check box you should have configured the **Tag Registration by Products** page by selecting the *Use Accounting Tag* for the Payables product. See Application Fundamentals: Setting Up Accounting Tags

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Field or Control	Description
Edit Combinations	Select to enable combination editing at the time of payment request. Combinations of ChartField values can be edited to determine such things as which accounts are valid with which departments, funds or operating units. **Note:** Edit Combinations must also be selected under the Payables Options level to enable combination editing.
Assign CF Display Template	When you are creating Payment Requests using PeopleSoft Fluid User Interface, you decide which ChartFields you want to display on the Payment Request pages by using the Application Fundamentals: Assign CF Display Templates Page. Click the link to open the Assign CF Display Template page and determine the ChartField display template that the system should use for the designated component for all users, a permission list, or user ID. **Note:** This link is available only if you are using PeopleSoft Fluid User Interface to create Payment Requests. PeopleSoft Classic User Interface uses the List of ChartFields, as explained earlier.
Instructions	Enter the instructions for each of the page names that will appear on the corresponding pages of a Payment Request. If no entry is made for a particular page, the Information icon will not appear on the Payment Request page.
New supplier Questions	Enter the questions that will appear on the Add Supplier page when a new supplier is added on the Supplier Information page during a payment request.
Answer Required for Question	Select to ensure that the requester is required to answer the question at the time of payment request.

Payment Request Center Page

Use the Payment Request Center page (PR_CENTER) to view Payment Requests, filter them by date range and status, add/edit/cancel Payment Request, and answer questions using the Recent Messages section.

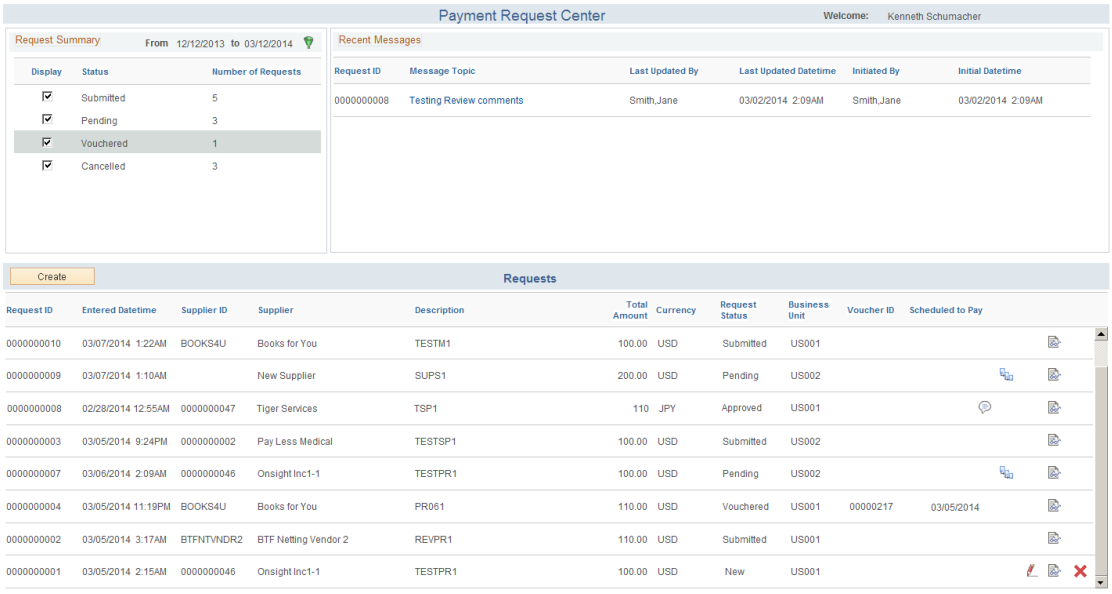
Navigation:

Requester: **Employee Self-Service**, and then **Payment Request Center**

Reviewer: **Accounts Payable**, and then **Payments**, and then **Payment Requests**, and then **Payment Requests Center**

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

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Field or Control	Description
Request Summary	Displays a summary of payment requests along with their statuses and the number of rows. Select to display the statuses you want to be displayed.
	Click to open the Filters page and enter filter values to display the payment requests: • *By Date*: Enter the date range for which payments requests exist. By default, it is 90 days from today. • *By Alternative Filters*: Enter values for the alternative filters: 1. Invoice Number 2. Request ID 3. Supplier Name **Note:** The Filters page constitutes a mutually exclusive set of search criteria. In other words, the system enables search only based on the filter you select.
Recent Messages	Displays a list of all message topics, independent of the date range. With Requester permissions, you can click a topic to open the Review Messages page and answer any questions initiated by a Reviewer or an Approver. **Note:** Messages can only be initiated by a reviewer or an approver. Once a requester reviews and responds to the message, it will be removed from the Recent Messages list.
Requests	Displays a list of all Payment Requests with their statuses and details to edit.

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Field or Control	Description
Voucher ID	Displays the voucher ID of the voucher created out of a payment request. The value appears only after a payment request has been vouchered.
Scheduled To Pay	Displays the scheduled date for payment. The date appears only after a payment request has been vouchered.
Create	Click to create a new payment request. The system takes you to the Payment Request train-stop page, where you can enter details of the request. Create button is available only for requester roles and not for users with a reviewer role. **Note:** You can create a payment request even if the Accounts Payable and General Ledger business units are not in Open Periods. Once the request is vouchered, Voucher Build will put the voucher status to Recycled. See Application Fundamentals: Defining and Updating Open Periods and Adjustment Periods
	Click to make changes to the request. The system takes you to the Payment Request Train Stop page, where you can make changes to your requests. **Note:** This icon is displayed only if the status is New or Denied.
	Click to view the message history for the request. You can enter the answer in the Your Response section of the Review Messages page.
	Click to open the Approval Flow page and view the approval history. This icon is displayed only if there is an approval involved with the payment request.
	Click to open the Review page and review the summary of the payment request. You cannot make any changes in this view. Use edit mode to make changes to the requests, by clicking the Edit icon.
	Click to cancel a Payment Request. This option is available only if the Request Status is New or Denied. **Note:** All cancelled Payment Requests are stored in the system with status Cancelled, which can be removed using the Archiving feature. See Archiving Data

Creating a Payment Request

The Payment Request process consists of four steps of entering, editing, and submitting a request using a horizontal guided navigation process.

1. Payment Summary Information
2. Supplier Information

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3. Line Details
4. Review and Submit

These pages will be accessible by both Requesters and Reviewers based on the Approval Workflow on the template setup and the status of the Payment Request. Users can use the Previous and the Next buttons to navigate among the train-stop pages. A Save For Later button will enable users to save their current changes and return at a later time to proceed from where they left off.

Three types of users – requesters, reviewers, and approvers - access the Payment Request pages as follows:

- Requesters create requests by navigating from Employee Self-Service to access the Payment request Center: Employee Self-Service, Payment Requests Center.
- Reviewers review the submitted requests by navigating from one of the following:
  - Accounts Payable to access a list of Payment Requests that are ready for review. The navigation is: Accounts Payable, Payments, Payment Requests, Payment Requests Center. Reviewer can view all requests raised by the requestor except Cancelled or New requests. Denied request is visible only when the Workflow Approval option is set as *Review before Workflow Approval* on the Payment Request Template page.

    > **Note**
    >
    > Requester cannot view any request here unless having a reviewer role.

  - WorkCenter to access a list of Payment Requests that are ready for review. The navigation is: Accounts Payable, Accounts Payable WorkCenter, My Work, Payments, Payment Requests, Payment Requests for Review.
  - Email Notification: After a Requester submits a payment request, if the workflow option is Review before Workflow Approval or AP Review - No Workflow Engine, then an email notification is sent to the user that belongs to the Review Role setup in the template.
- Approvers approve the submitted requests by navigating from one of the following:
  - Accounts Payable to access a list of Payment Requests that are ready for approval. The navigation is: Accounts Payable, Payments, Payment Requests, Payment Request Approval.
  - WorkCenter to access a list of Payment Requests that are ready for approval: Accounts Payable, Accounts Payable WorkCenter, My Work, Payments, Payment Requests, Payment Requests Pending Approval.
  - Email Notification: After a Requester submits a payment request with the workflow option as Workflow Approval, then the workflow approval engine sends an email to the approvers.

Payment Request - Summary Information Page

Use the Payment Request - Summary Information page (PR_SUMMARY) to create a new payment request.

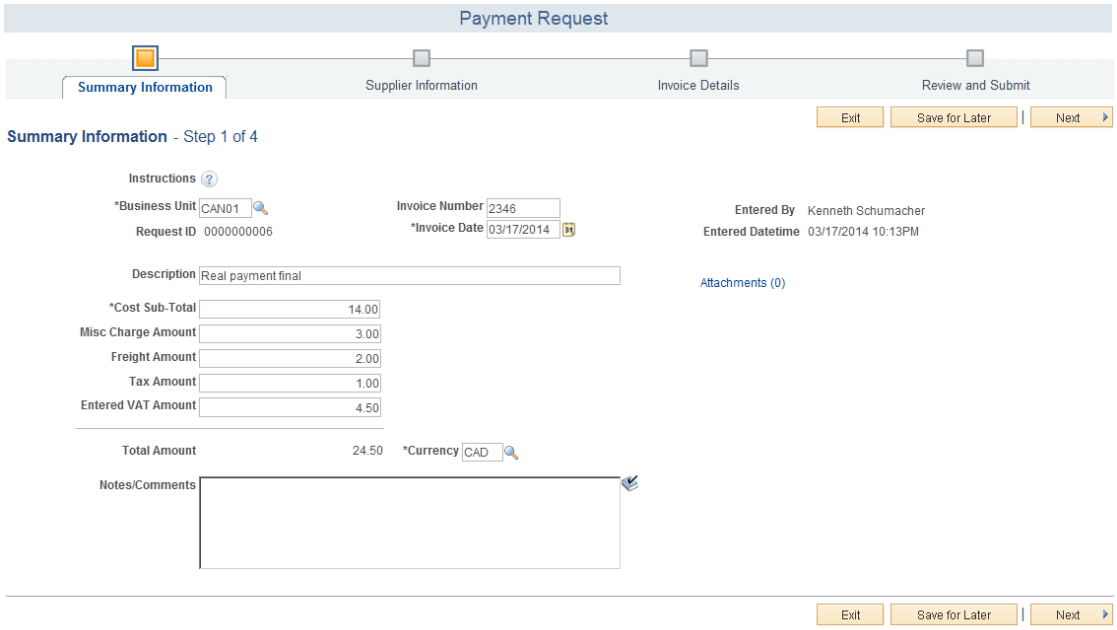
Navigation:

Requester: **Employee Self-Service**, and then **Payment Requests Center.** Click the Create button or the Edit icon

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Reviewer: **Accounts Payable**, and then **Payments**, and then **Payment Requests**, and then **Payment Requests Center.** Click the Edit icon.

This example illustrates the fields and controls on the Payment Request - Summary Information page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
	The information icon is displayed if there are instructions entered for this page on the Payment Request Template page. Accordingly, the icon appears on all pages in the Payment Request train-stop.
Business Unit	The default business unit is displayed as per the settings in User Preference or the Payment Request Template. You may enter a different business unit, if you have access to multiple Payable Business Units.
Request ID	The system generates the request ID and assigns to the request after saving the payment request.
Invoice Number	Enter the desired invoice number. If left blank, the invoice number may be entered by the Reviewer at the time of review or it may be auto-generated at the time of Voucher Build.
Invoice Date	Enter the date on which the request is created. If left blank, current date is assigned after the request is saved. The Reviewer has the option to edit the date during review.
Description	Enter any desired information to describe the request.
Cost Sub-Total	Enter the desired cost amount.

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Field or Control	Description
Miscellaneous Charge Amount	Enter a miscellaneous charge amount.
Freight Amount	Enter the amount of freight, shipping, and handling charges.
Tax Amount	Enter sales tax amount. The same value will be entered by default in the voucher as sales tax.
Entered VAT Amount	Enter the value added tax amount. The same value will be entered by default in the voucher as Entered VAT Amount. **Note:** The Tax amount and the Entered VAT Amount are displayed based on the selections made for Hide Sales Use Tax and Hide Value Added Tax in the setup of Payables Definition, on the Tax Options Page. See Payables Definition - Tax Options Page
Total Amount	The sum of all the amounts is displayed as Total Amount, which includes the tax amount.
Currency	The default currency is displayed based on the Accounts Payable BU, or may be overridden by the currency settings on Payment Request Template page.
Notes/Comments	Enter any additional comments for future reference.
Attachments	Click the link to access the Payment Request Attachment page and upload attachments. You can add attachments to the payment request, which will be included in the voucher created by the payment request. See Application Fundamentals: Installation Options - Multiple Attachments Page to define the maximum attachment upload limit for various products.
Save for Later	Click to save the details entered and click Exit to leave the Payment Request page. You may return to the same page by clicking the Edit icon for the request ID row on the Payment Request Center.
Next	Click to proceed to the Payment Request - Supplier Information page after completing all the required details.

Payment Request - Supplier Information Page

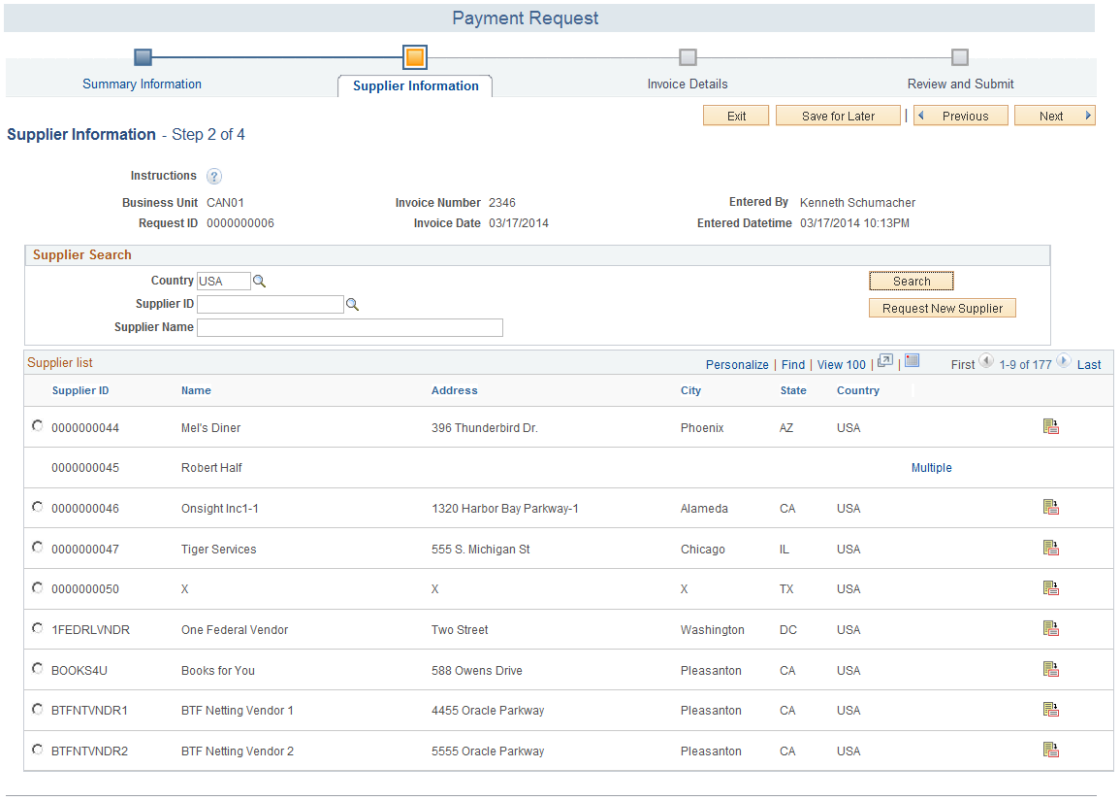
Use the Payment Request - Supplier Information page (PR_VNDR) to enter supplier details.

Navigation:

Click the Next button on the Payment Request - Summary Information page.

This example illustrates the fields and controls on the Payment Request - Supplier Information page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Country	Enter the country to list suppliers from the country. The default is from the Country entered in the User Preference page. If there is no default set, USA is used.
Supplier ID	Enter a supplier ID and click Search to display the details of the supplier. Click the radio button to select the supplier.
Supplier Name	Enter a supplier name and click Search to list all suppliers with the name. You can leave blank and click Search to list all suppliers. Select the desired supplier by clicking the radio button. **Note:** The search results in a list of approved suppliers only. Single payment suppliers are not listed as you cannot create a payment request using single payment suppliers.
Multiple	Click the link to open the Supplier Details page to list the multiple locations of the supplier. Select the desired location from available options. **Note:** This link is displayed only if a supplier has multiple locations saved.
	Click to access the Supplier Details page and view more details about the supplier.

Click the Request New Supplier button to access the New Supplier Request page and enter a new supplier with details.

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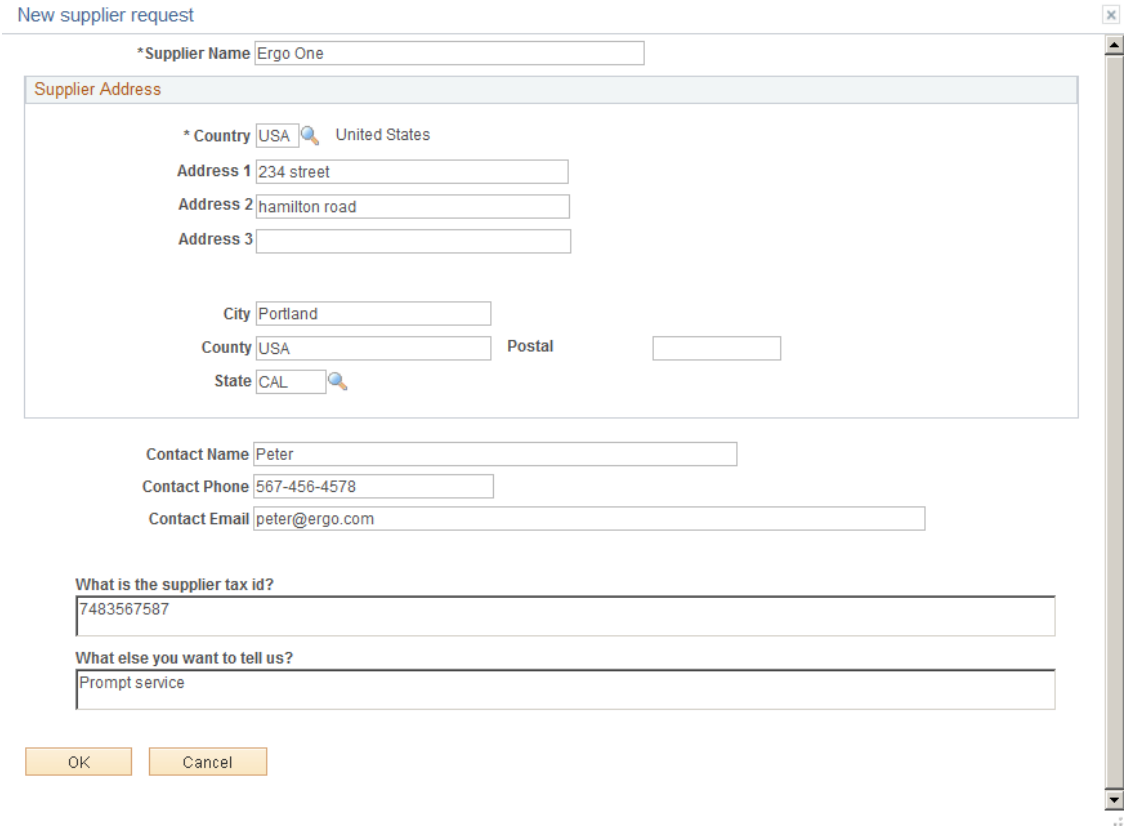
New Supplier Request Page

Use the New Supplier Request (PR_VNDR_ADD_SEC) page to enter a new supplier with details of address, contact Information, and new supplier questions. The Request New Supplier button appears only after you click the Search button. A new supplier can be requested only if existing suppliers are not preferred.

Navigation:

Click the Request New Supplier button on the Payment Request - Supplier Information page.

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



Field or Control	Description
Supplier Name	Enter a name for the new supplier.
Country	Enter the country of the supplier.
Contact Name	Enter the name of the contact person for the new supplier.
Contact Phone	Enter the phone number of the contact person.
Contact Email	Enter the email address of the contact person for mail communication.

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Field or Control	Description
New Supplier Questions	Enter the necessary information as answers to the questions displayed. The questions are displayed based on the entries and selections setup on the Payment Request Template page.

Click the OK button to return to the Payment Request - Supplier Information page. You can search for other suppliers or click the New Supplier Request button to add a new supplier.

> **Note**
>
> On the basis of the details given by the requester on the New Supplier Request page, a new supplier will be created and approved by the reviewer or the approver at the time of processing and approving the payment request. The reviewer or the approver creates the new supplier from outside the Payment Request and approves it. Returning to the Payment Request page, the reviewer and/or the approver selects the newly approved supplier and proceeds to process and approve the payment request.

See PeopleSoft Source to Settle Common Information: Adding New Suppliers

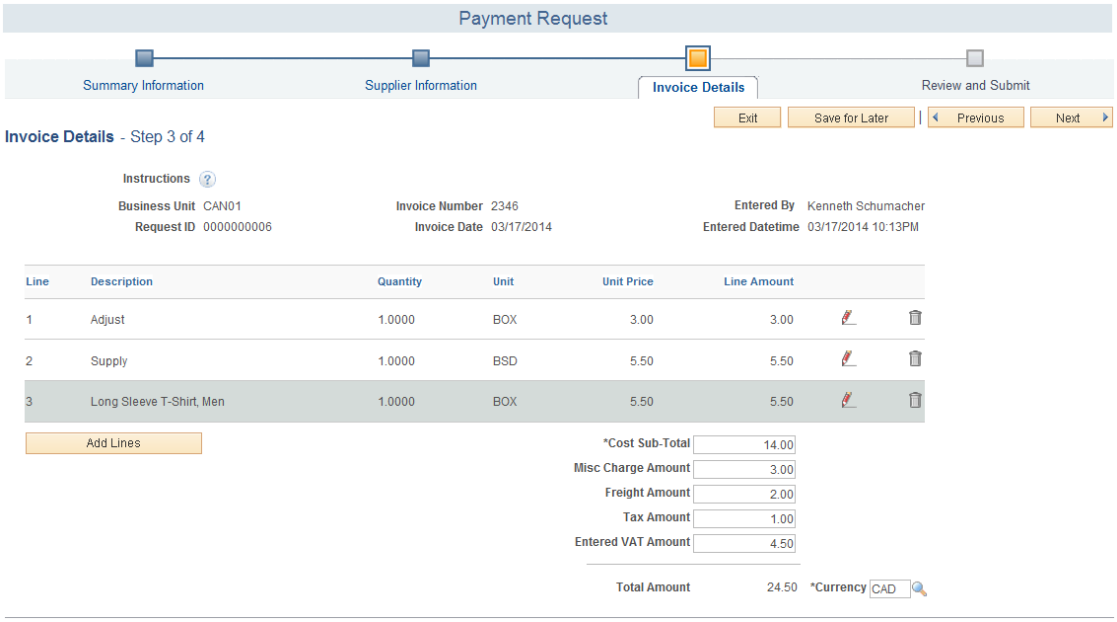
Payment Request - Invoice Details Page

Use the Payment Request - Invoice Details (PR_LINE) page to add invoice lines.

Navigation:

Click the Next button on the Payment Request - Supplier Information page.

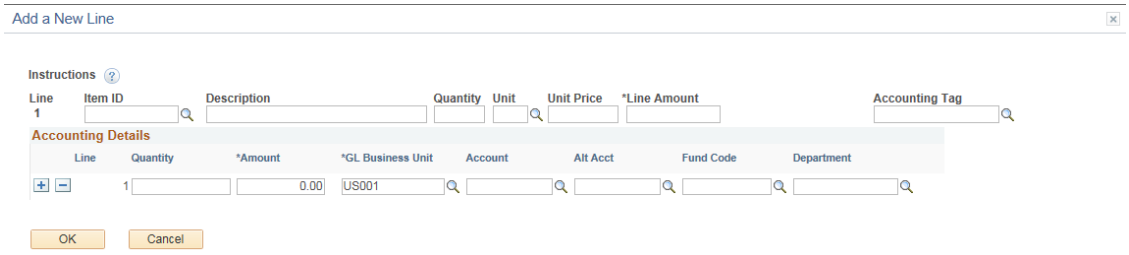
This example illustrates the fields and controls on the Payment Request - Invoice Details page.



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Click the Add Lines button to access the Add a New Line (PR_LINE_SEC) page and add invoice lines for the Payment Request.

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



Field or Control	Description
Item ID	Enter the desired item ID for the line. The corresponding description is automatically displayed if present, based on the template setup. You can enter a description without selecting an Item ID.
Quantity	Enter the quantity of the item.
Unit	Enter the unit of measure for the item.
Unit Price	Enter the unit price for the item.
Line Amount	The amount is displayed after multiplying the unit price with the quantity entered.
SpeedChart Key/ Accounting Tag	SpeedChart Key: Select the desired SpeedChart key if you want to use this to automatically fill in the Accounting Details lines with predefined ChartFields. Accounting Tag: Select the desired Accounting Tag to populate the ChartField for the distribution line. The display of either the SpeedChart Key field or the Accounting Tag field is determined by the configuration set up in the **Tag Registration by Products** component. If Use Accounting Tag is selected for Payables, the system displays the Accounting Tag field, else the system displays SpeedChart Key. **Note:** When you are updating the payment request lines, the SpeedChart selected originally is available as display only and the Accounting tag field is available to enter a new value. See Application Fundamentals: Setting Up Accounting Tags

Accounting Details

The system displays ChartFields based on the setup on the Payment Request template. For the complete list of ChartFields, seeApplication Fundamentals: Using Standard ChartField Configuration

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> **Note**
>
> To validate the ChartField values, the system uses the Accounting Date value set up in the Accounting Date Options section on the Payables Options - Payables Options Page. The same applies whether you are creating a payment request for a voucher or quick invoice, irrespective of the Accounting Date value entered in the voucher.

Field or Control	Description
Quantity	Enter the quantity of the item required for each line.
Amount	Enter the amount such that all line amounts will add up to the line amount.
Account	Enter the account corresponding to the GL Business Unit displayed.
Alt Acct	Enter an alternate account for the line.
Operating Unit	Enter the operating unit for the line.
Fund Code	Enter the Fund code for the line.
Department	Enter the department from which the funds are drawn.

Click the OK button to return to the Invoice Details page. You can edit the line details by clicking the Edit icon or you can delete the line by clicking the Delete icon.

> **Note**
>
> The sum of all line amounts must equal the Cost Sub-Total amount on the Invoice Details page.

Payment Request - Review and Submit Page

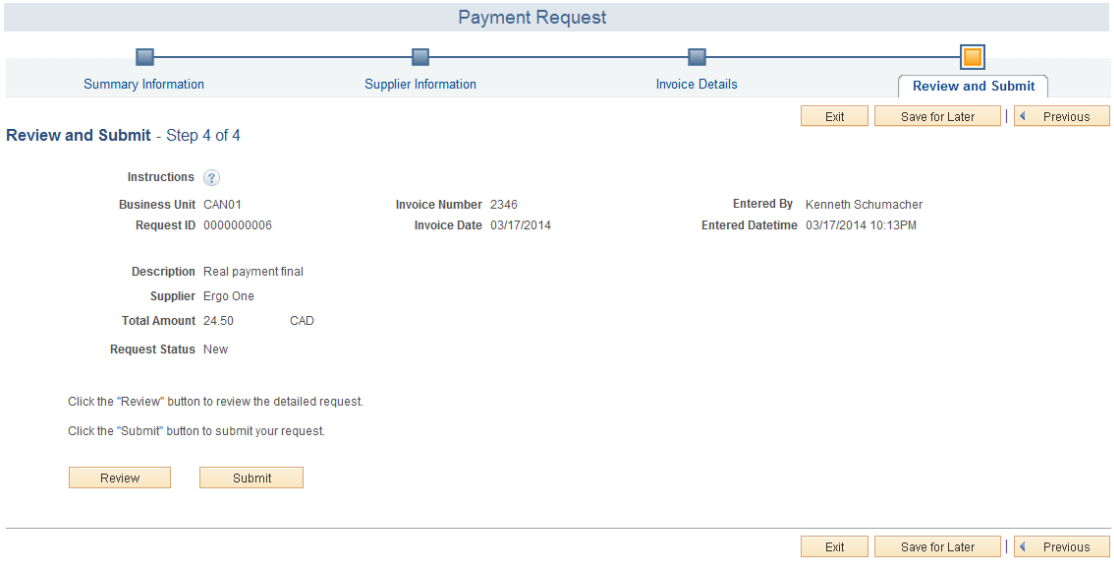
Use the Payment Request - Review and Submit (PR_SUBMIT) page to review and submit the Payment Request for approval.

Navigation:

Click the Next button on the Payment Request - Invoice Details page.

This example illustrates the fields and controls on the Payment Request - Review and Submit page. You can find definitions for the fields and controls later on this page.

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Payment Request - Review and Submit is the final step of creating a Payment Request. If a reviewer accesses this page, a Payment Message link is available to start message communication with the requester. Click the Review button to review the detailed request. Click the Submit button to submit your request for further processing.

> **Note**
>
> Duplicate invoice check is done for all payment requests before submission, review and approval. You can proceed with payment request creation or reject the request based on the setup done at the business unit level. For additional information, see Defining PeopleSoft Payables Business Unit Options by SetID

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Field or Control	Description
Submit	Click to submit the payment request for approval. The system verifies that all the necessary details were entered. A confirmation message is displayed that the payment request has been submitted for approval. If you selected Workflow Approval on the Payment Request template, then the status of the request becomes Pending. Approval framework will only process payment requests that are in Pending status. If you selected Review before Workflow Approval, then the status of the request becomes Submitted. Another user such as a Reviewer or Supplier Administrator will process the request further by completing any missing information and then submitting the request. The request status changes to Pending, enabling Approval Framework to process it. If you selected AP Review - No Workflow Engine, then the payment request becomes Submitted. Another user such as a Reviewer or Supplier Administrator will process the request further by filling any missing information and then submit the request. The request status changes to Approved, and the request is ready for Voucher Build processing.

Payment Request - Review Page

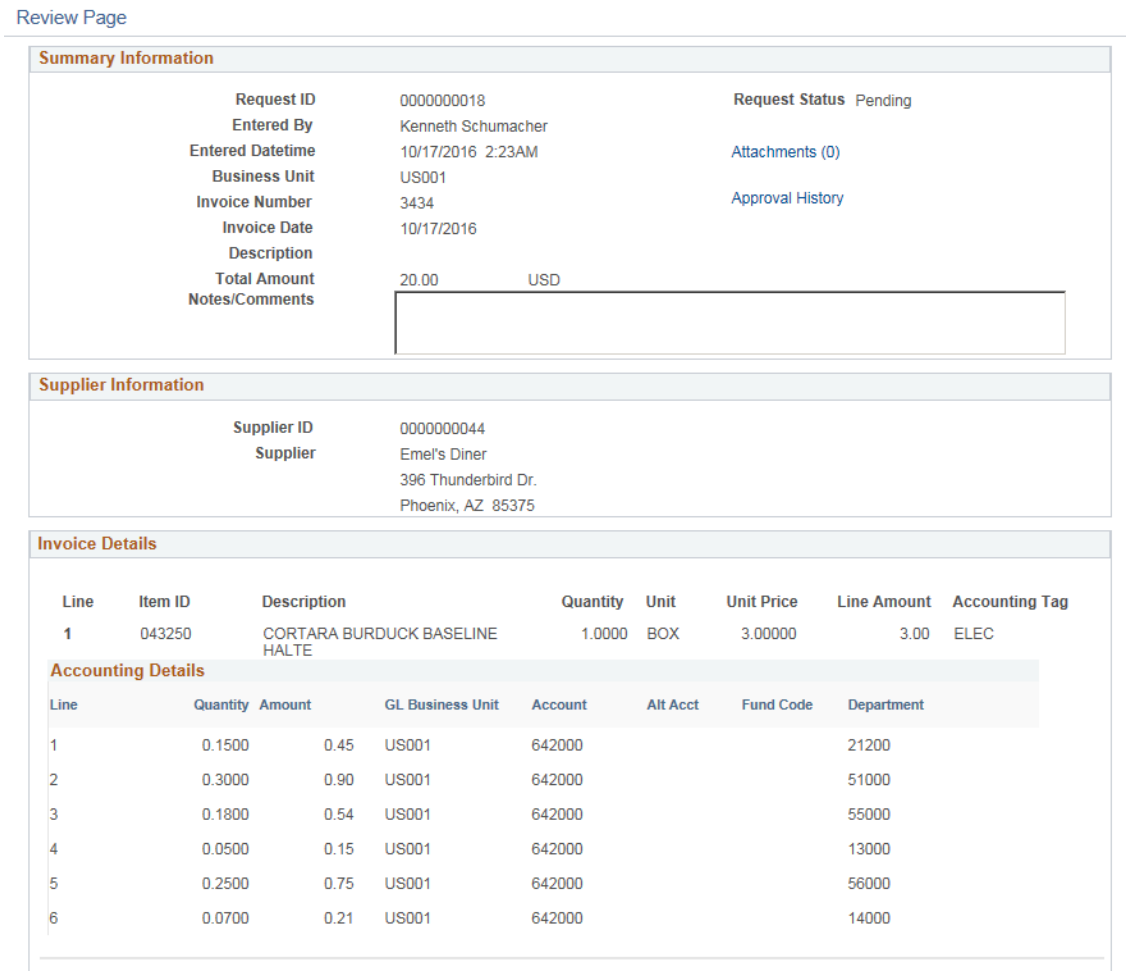
Use the Review (PR_REVIEW_SEC) page to review the payment request.

Navigation:

Requester and Reviewer: Click the Review button on the Payment Request – Review and Submit page. Or from the Payment Request Center, click the View icon for the desired payment request row.

This example illustrates the fields and controls on the Payment Request - Review page (1 of 2).

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Review Page

Summary Information

Request ID	0000000018	Request Status	Pending
Entered By	Kenneth Schumacher		
Entered Datetime	10/17/2016 2:23AM	Attachments (0)	
Business Unit	US001		
Invoice Number	3434	Approval History	
Invoice Date	10/17/2016		
Description			
Total Amount	20.00 USD		
Notes/Comments			

Supplier Information

Supplier ID	0000000044
Supplier	Emel's Diner 396 Thunderbird Dr. Phoenix, AZ 85375

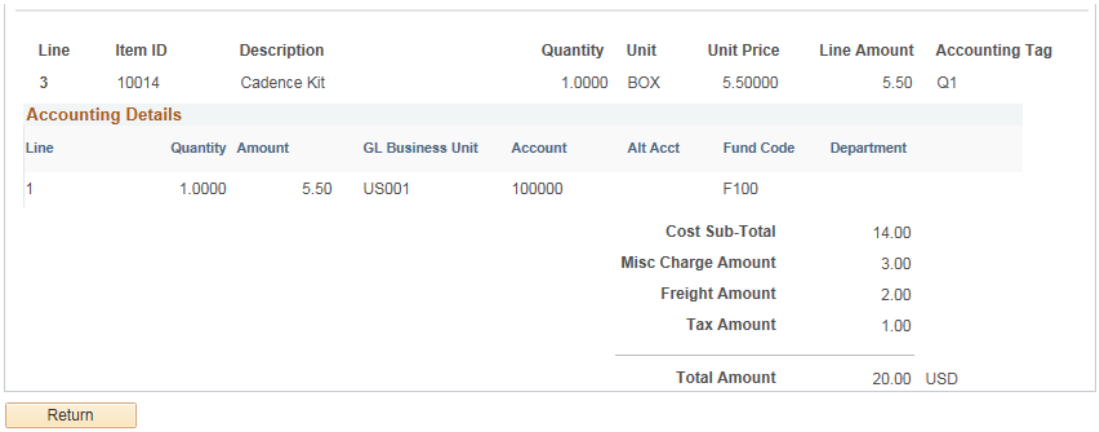
Invoice Details

Line	Item ID	Description	Quantity	Unit	Unit Price	Line Amount	Accounting Tag
1	043250	CORTARA BURDUCK BASELINE HALTE	1.0000	BOX	3.00000	3.00	ELEC

Accounting Details

Line	Quantity	Amount	GL Business Unit	Account	Alt Acct	Fund Code	Department
1	0.1500	0.45	US001	642000			21200
2	0.3000	0.90	US001	642000			51000
3	0.1800	0.54	US001	642000			55000
4	0.0500	0.15	US001	642000			13000
5	0.2500	0.75	US001	642000			56000
6	0.0700	0.21	US001	642000			14000

This example illustrates the fields and controls on the Payment Request - Review page (2 of 2).



Line	Item ID	Description	Quantity	Unit	Unit Price	Line Amount	Accounting Tag
3	10014	Cadence Kit	1.0000	BOX	5.50000	5.50	Q1

Accounting Details

Line	Quantity	Amount	GL Business Unit	Account	Alt Acct	Fund Code	Department
1	1.0000	5.50	US001	100000		F100	

Cost Sub-Total	14.00	
Misc Charge Amount	3.00	
Freight Amount	2.00	
Tax Amount	1.00	
Total Amount	20.00	USD

Return

Click the Return button to return to the previous page.

The Payment Request - Review page can also be accessed from the Voucher Inquiry page and the Voucher - Related Documents page.

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See Voucher Inquiry Page and Voucher - Related Documents Page

Payment Request - Approval Page

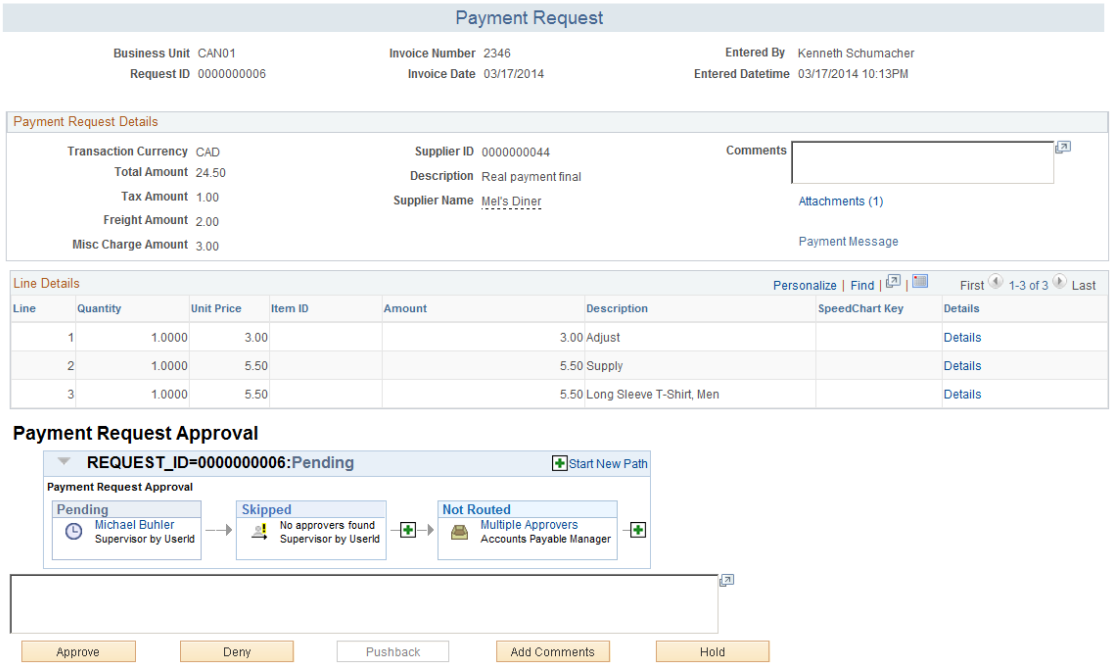
Use the Payment Request - Approval (PR_APPROVAL) page to approve the requested payment requests.

Navigation:

Accounts Payable, and then **Payments**, and then **Payment Requests**, and then **Payment Request Approval**

Accounts Payable, and then **Accounts Payable WorkCenter**, and then **My Work**, and then **Payments**, and then **Payment Requests Pending Approval**

This example illustrates the fields and controls on the Payment Request - Approval page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Attachments	Click to view any documents attached by the requester.
Edit Payment Request	Click to open the Payment Request train stop to edit the payment request. This link is available only if the approver has Reviewer role permissions.
Payment Message	Click to open the Review Messages page to view any messages from the requester. You can reply to the message by entering a response in the Your Response section and posting it by clicking the Post button.

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Field or Control	Description
Line Details	View all the line details entered by the requester. You can click the Details link to view details of the line on the Payment Request Distributions page.
Approve	Click to approve the payment request. The status of the request changes from Pending to Approved after the request is through all the approvers in the approval framework.
Deny	Click to deny the payment request. The payment request status changes to Denied and will be submitted back to the requester or reviewer for any changes to be made before resubmitting for approval.
Add Comments	Enter any comments for the requester/reviewer and click the button. If the payment request is denied or pushed back, the message appears in the Recent Messages section on the Payment Request Center.
Hold	Click to put the payment request on hold.

Using the Application Data Sets for Payment Request Template in PeopleSoft Payables

PeopleSoft uses the Payment Request Template to set up Workflow Approval options, Business unit options, ChartField options, and user defined questionnaires before creating a Payment Request. As there are several changes involved, it is advantageous to make changes to the Payment Request Template in a development database and use Application Data Set (ADS) definitions to migrate this data between development environments, test environments, and ultimately to a production environment.

Delivered ADS to Support PeopleSoft Allocations	Application Data Set (ADS) Usage
AP_PAYMENT_REQUEST	This data set includes all the records for Payment Request Template. Select this data set on the Application Data Sets-Project Definition page to move Payment Request Template changes from one database to another.

All relevant records are delivered in the Query Access Tree (QUERY_TREE_AP) within the AP TABLES access group (PeopleTools, Security, Query Security, Query Access Manager).

PeopleSoft delivers an ADS Administrator permission list. For access, the AP TABLES access group should be included on the Data Migration page within the Access Group Permissions and access is given on the Copy Compare Permissions.

PeopleTools: Security Administration.

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Related Topics

- Payment Request Template Page
  Use the Payment Request Template page (PR_TEMPLATE_SETUP) to set up Workflow Approval options, Business unit options, ChartField options, and user defined questionnaires.

Creating Payment Requests Using PeopleSoft Fluid User Interface

For a detailed section on Configuration Options and Requirements for Payment Request, see Understanding Additional Payment Processing Options — Payment Request

Pages Used to Create Payment Requests in the PeopleSoft Fluid User Interface

Page Name	Definition Name	Usage
Payment Request Center Tile	PR_REQUEST_FL	Click to access the Payment Request Center and view existing payment requests or create a new payment request.
Payment Request Center Page	PR_CTR_FL	View Payment Requests, filter Payment Requests by date and status or by alternative filters, create payment requests, and answer questions.
Payment Request Review Center Tile	NA	Click to access the Payment Request Review Center and review existing payment requests. The tile is available only for Reviewer user roles. This is an expansion of the Fluid Payment Request Requestor page for Reviewer role by converting existing classic design of Payment Request Reviewer page.
Payment Request Review Center Page	PR_CTR_FL	Review Payment Requests, filter Payment Requests by date and status or by alternative filters, and answer questions. The page is available only for Reviewer user roles.
Filters Page	PR_CTR_FILTER_SCF	View the list of payment requests filtered either by a date range and status or by alternative filters.
Review Messages Page	PR_CONVER_SUMM_SCF	View a list of messages initiated by reviewers/ approvers.

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Page Name	Definition Name	Usage
Payment Request Details Page	PR_CTR_DETAIL_FL	View the line details of a payment request.
Approval Flow Page	PR_APP_MONITOR_SCF	View the details of the approval history.
Summary Page	PR_SUMMARY_FL	Create a payment request by entering the summary information about the new request.
Attachments Page	PR_ATT_SCF	Include any attachments to the payment request.
Other Cost Page	PR_MISC_AMT_SCF	Enter miscellaneous costs to the payment request.
Supplier Page	PR_ VNDR_FL	Enter supplier details for the payment request.
New Supplier Request Page	PR_VNDR_ADD_SCF	Enter a new supplier with details of address, contact Information, and new supplier questions.
Invoice Details Page	PR_LINE_FL	Add invoice lines for the payment request.
Accounting Details Page	PR_CF_SCF	Enter accounting details to the accounting lines.
Review and Submit Page	PR_SUBMIT_FL	Review and submit the Payment Request for approval.

Payment Request Center Tile

Use the Payment Request tile (PR_REQUEST_FL) to access the Payment Request Center and view existing payment requests or create a new payment request.

Navigation:

The Payment Request tile is delivered as part of the Employee Self Service home page, but the location can change if you change the delivered home pages or if administrators personalize their home pages.

This example illustrates the Payment Request tile.



Click the Payment Request tile to access the Payment Request Center.

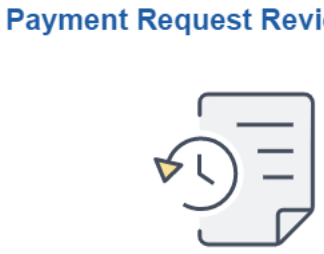
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Payment Request Review Center Tile

Use the Payment Request Review Center tile to access the Payment Request Review Center and review, edit and resubmit existing payment requests.

The Payment Request Review tile is delivered as part of the Employee Self Service home page, but the location can change if you change the delivered home pages or if administrators personalize their home pages.

This example illustrates the Payment Request Review Center tile



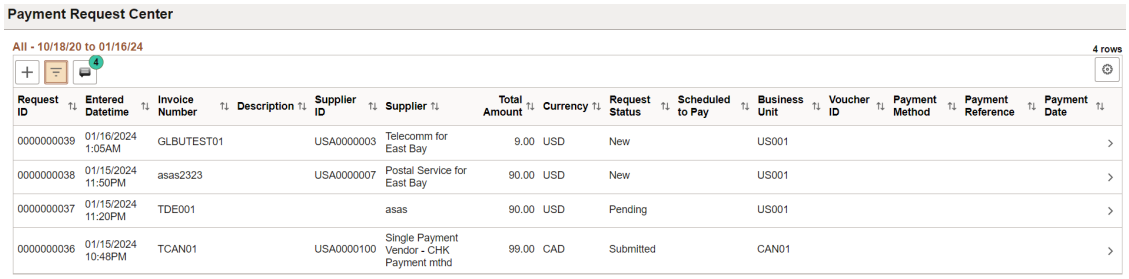
Payment Request Center Page

Use the Payment Request Center page (PR_CTR_FL) to view Payment Requests, filter Payment Requests by date and status or by alternative filters, to create payment requests, and to answer questions.

Navigation:

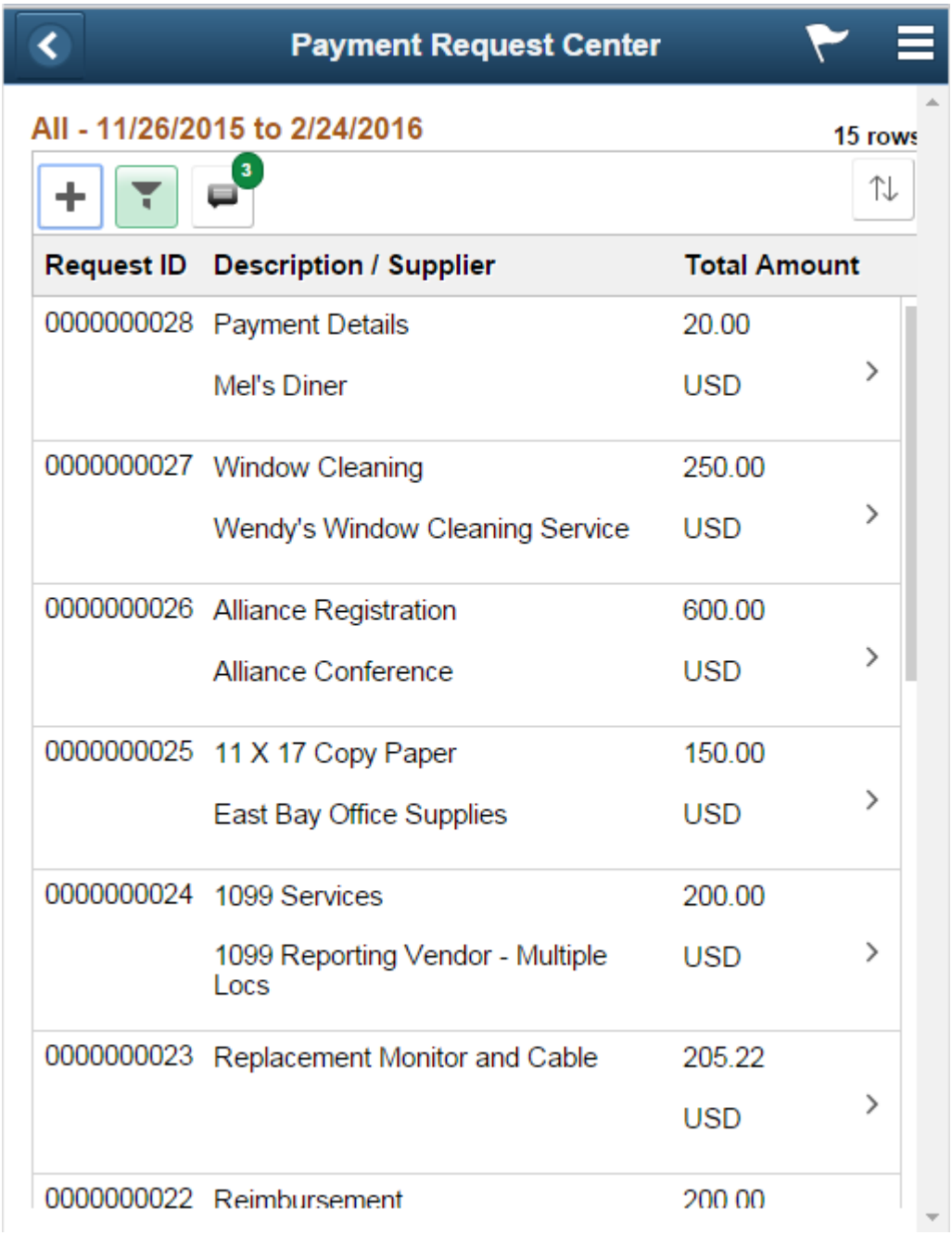
Employee Self Service, and then **Payment Request Center**

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



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

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Field or Control	Description
	Click to open the Summary page and enter summary information about the new payment request. Summary page is the first among the activity guide pages while creating a payment request.
	Click to open the Filters page and enter filter values to display the payment requests by date and by additional filters.

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Field or Control	Description
	Click to open the Review Messages page and view a list of messages initiated by reviewers/ approvers.
	You can use the Personalize icon on each grid to reorder/ hide columns and sort columns by order. For more information, see *PeopleTools Applications User's Guide*, "Working With the PeopleSoft Fluid User Interface", Working with Fluid Pages and Controls.

Payment Request Review Center Page

Use the Payment Request Review Center page (PR_CTR_FL) to review/ filter payment requests, and answer questions.

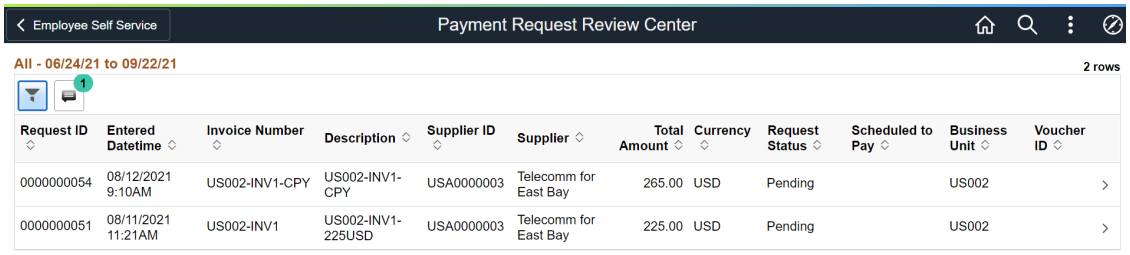
The Payment Request Review Center page is available only for Reviewer roles.

The reviewer role is configurable on Payment Request Template. Business unit level security is enforced for reviewers based on User ID or Permission List security. You cannot create or copy a payment request in the Payment Request Review Center page.

Navigation:

Employee Self Service, and then **Payment Request Review Center**

This example illustrates the fields and controls on the Payment Request Review Center page. You can find definitions for the fields and controls later



Field or Control	Description
	Click to open the Filters page and enter filter values to display the payment requests by date and by additional filters.
	Click to open the Review Messages page and view unread messages posted by requesters. The count displayed on the Message icon indicates the number of messages yet to be responded.

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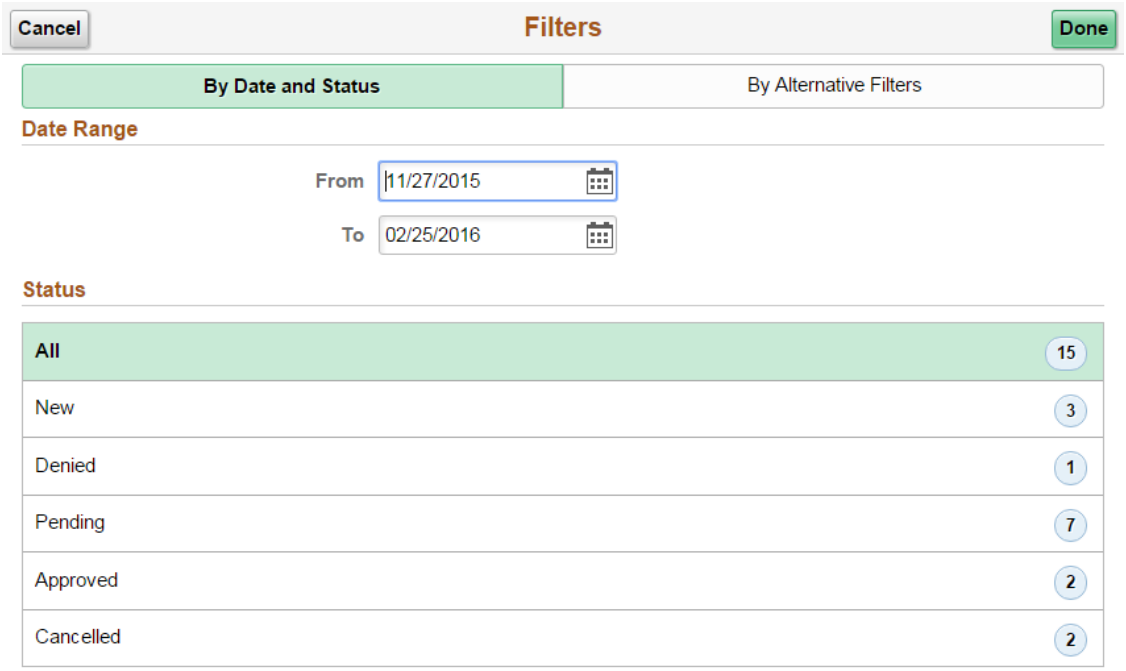
Filters Page

Use the Filters page (PR_CTR_FILTER_SCF) to list the payment requests filtered either by a date range and status or by alternative filters.

Navigation:

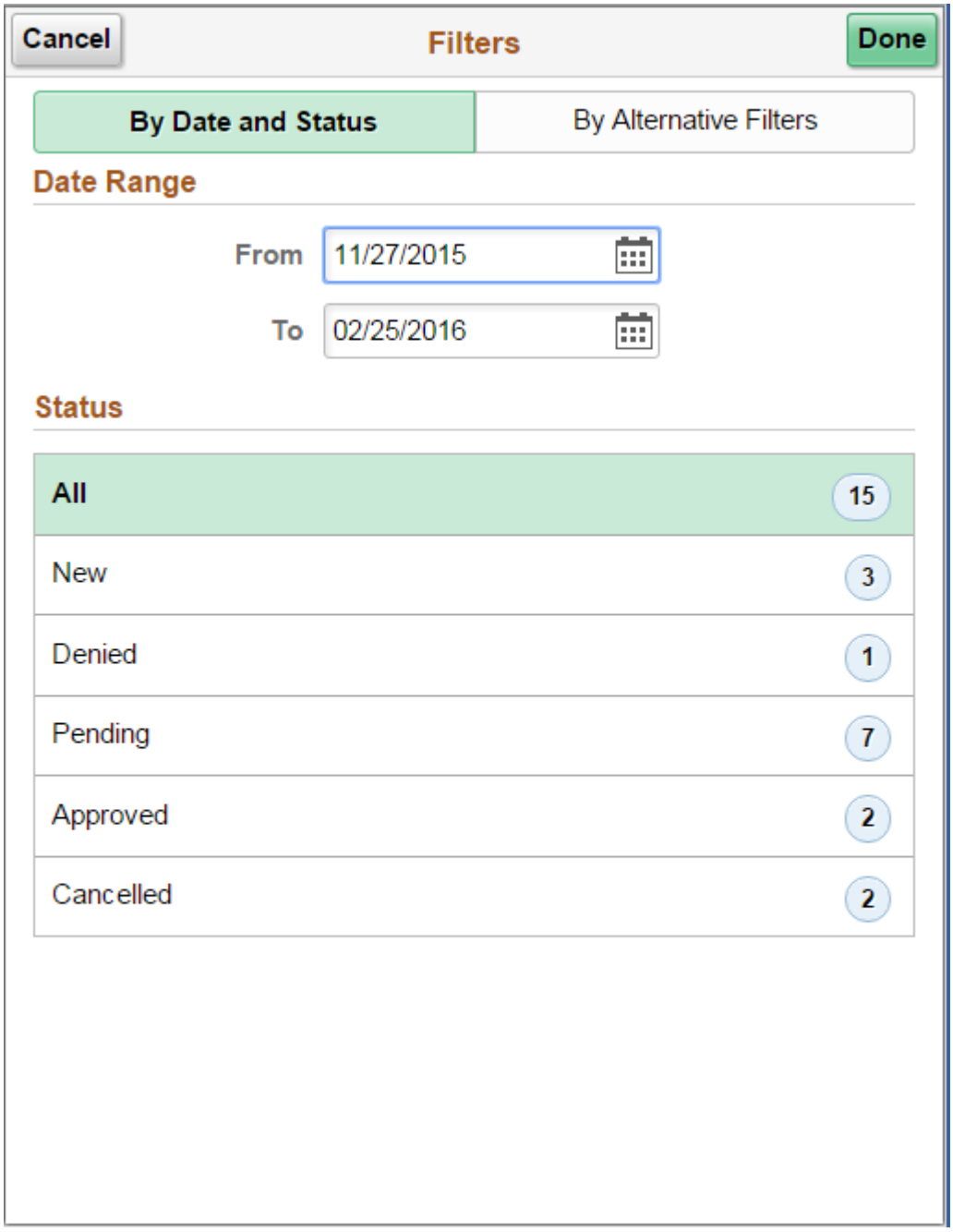
Click the Refine Filters button on the Payment Request Center page.

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



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

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Field or Control	Description
Filters	Click to open the Filters page and enter filter values to display the payment requests: • *By Date and Status*: Enter the date range for which payments requests exist. By default, it is 90 days from today. **Note:**The status list is generated based on the user role. Reviewers can view Submitted, Pending, Approved, Denied (if the workflow approval option is *Review before Workflow Approval* on the Payment Request Template page) and Vouchered payment requests. • *By Alternative Filters*: Enter values for the alternative filters: 1. Invoice Number 2. Request ID 3. Supplier Name **Note:** The Filters page constitutes a mutually exclusive set of search criteria. In other words, the system allows search only based on the filter you select.

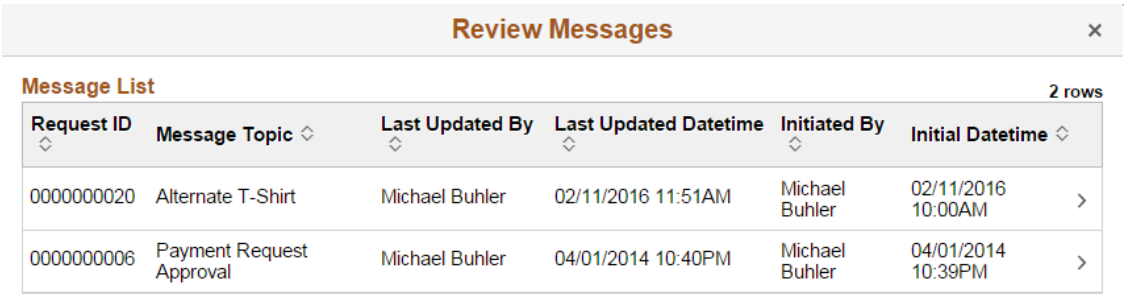
Review Messages Page

Use the Review Messages page (PR_CONVER_SUMM_SCF) to view a list of messages initiated by reviewers/approvers/requesters.

Navigation:

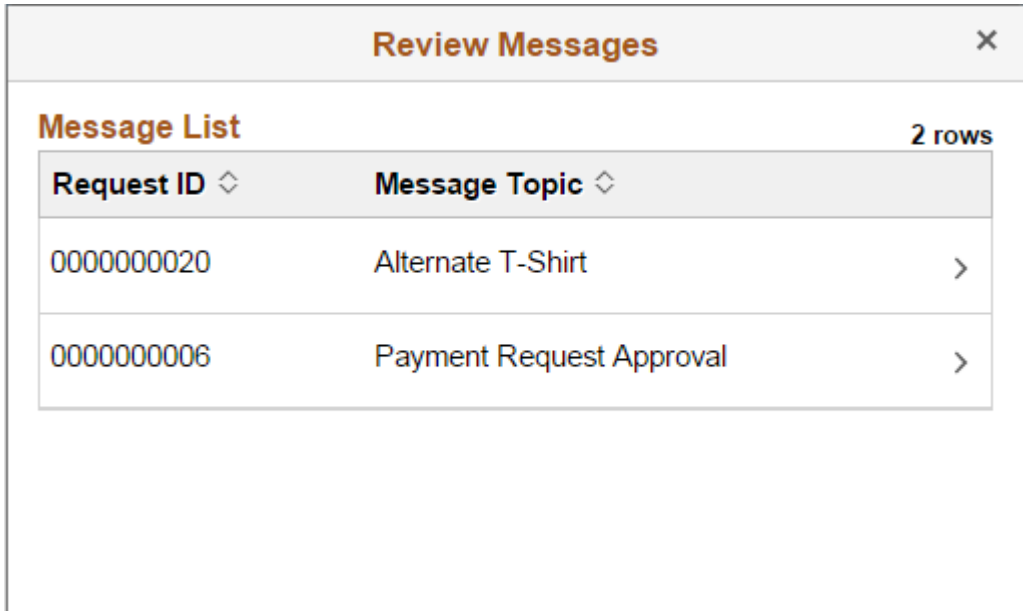
Click the Recent Messages icon on the Payment Request page

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.



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.

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Field or Control	Description
Message List	Click a message row to review the message. You can enter text in the Your Response field and click Post to post your response.

Payment Request Details Page

Use the Payment Request Details page (PR_CTR_DETAIL_FL) to view the line details of a particular payment request.

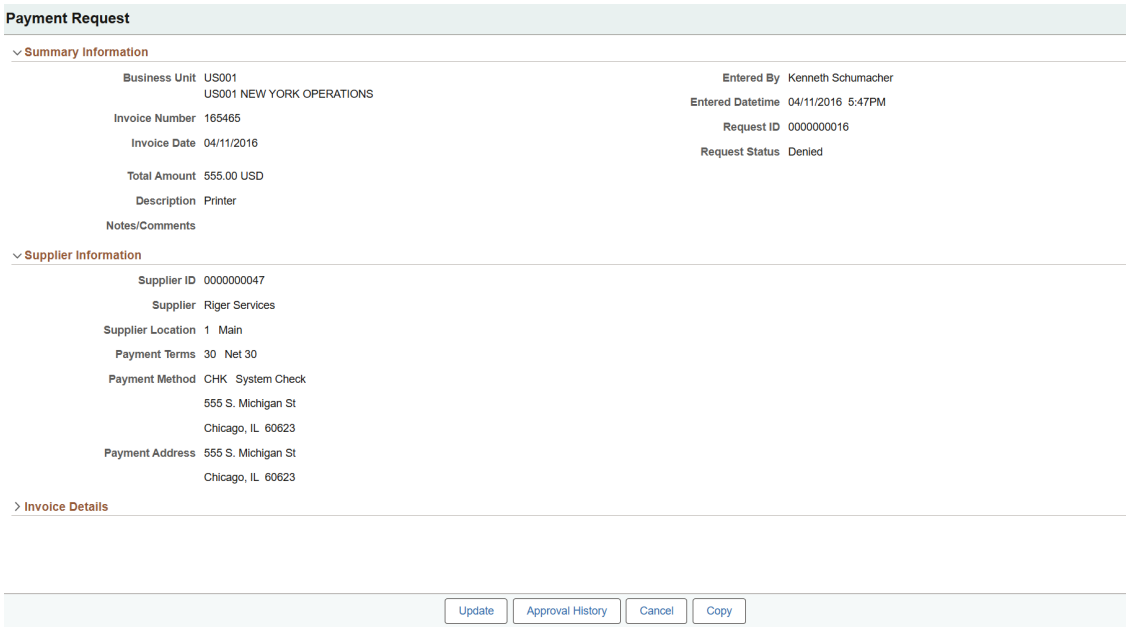
> **Note**
>
> You can customize this Payment Request Details Fluid page by using a Customization offered by PeopleSoft called Drop Zones. By using Drop Zones, you can add your own fields to Fluid pages to display or update your data. Drop Zones can be added on the top and bottom of this page. For more information on Drop Zones, See the product documentation for *PeopleTools: Fluid User Interface Developer's Guide* **Creating and Configuring Drop Zones**.

Navigation:

Click a row on the Payment Request Center

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

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Copy Payment Request

The Copy functionality in an existing payment request allows Requesters to copy the payment request as a new request. The copied payment request is in New status and the date fields — *Invoice Date* and *Entered Date and Time* — are updated with current values. The requester's name is updated in the *Entered by* field and all other details on the horizontal Activity Guide pages are automatically updated from the source payment request. Requesters can review and modify any option before submitting the new payment request for review and/or approval. The **Save for Later** button, which is available on each of the Activity Guide pages, is used to save the payment request at any time and the PR can be accessed later using the request ID that was generated upon save.

Based on user permissions the Copy button is available on all payment requests, irrespective of the status the payment request is in.

> **Note**
>
> Attachments are not copied when the Copy functionality is executed. You can include relevant attachments by clicking the Attachment(0) button on the Summary Page.

The options on the Payment Request Details page depend on the status of the payment request — New, Pending, Approved, Denied, and Cancelled.

Field or Control	Description
Update	Click to open the Summary page of the payment request and update the values. The Summary page is the first page in the activity guide. This button appears if the status is New, Denied, Pending or Submitted.

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Field or Control	Description
Message	Click to open the Review Messages page and view any messages from an approver. This button appears only if there is a message for this Payment Request.
Approval History	Click to open the Approval Flow Page and view the details of approval history. This button appears if the status is Pending, Approved, or Denied.
Cancel	Click to cancel the payment request. The payment request status changes to Cancelled. This button appears if the payment request status is New or Denied.
Copy	Click to copy the payment request into a new payment request. The system opens the Activity Guide pages of a new PR, with details copied into the respective pages. You can review all the Activity Guide pages, modify options, add an attachment, and finally submit the payment request for review and/or approval. See Summary Page .
More	Click to view the remaining option, Approval History and Cancel.

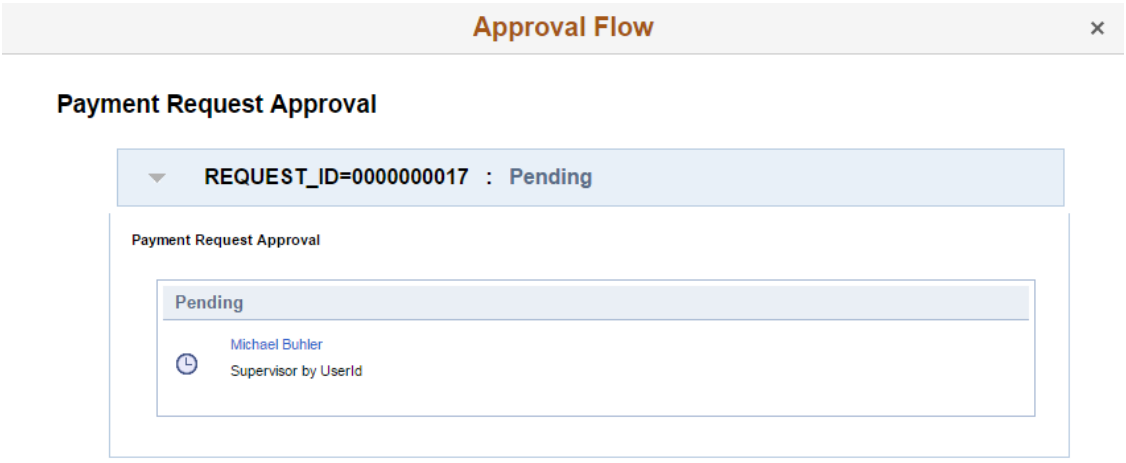
Approval Flow Page

Use the Approval Flow page (PR_APP_MONITOR_SCF) to view the details of the approval history if the payment request status is Pending, Approved, or Denied.

Navigation:

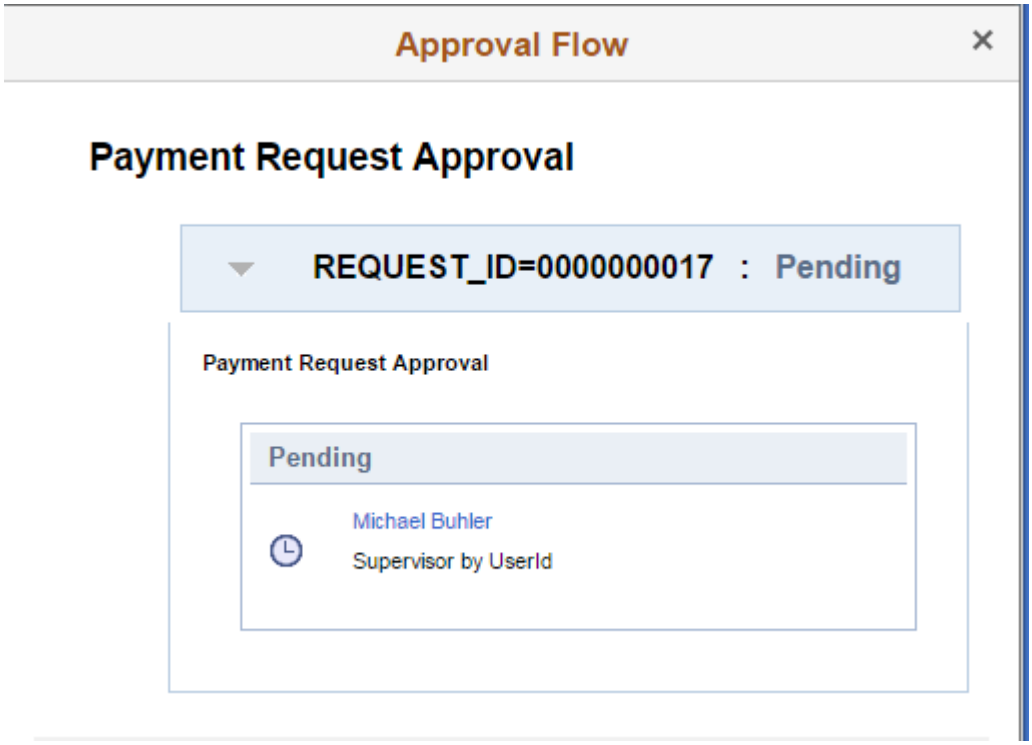
Click the Approval History button on the Payment Request Details page

This example illustrates the fields and controls on the Approval Flow page.



This example illustrates the fields and controls on the Approval Flow page.

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Summary Page

Use the Summary page (PR_SUMMARY_FL) to enter the summary details and to include any attachments for the payment request you wish to create.

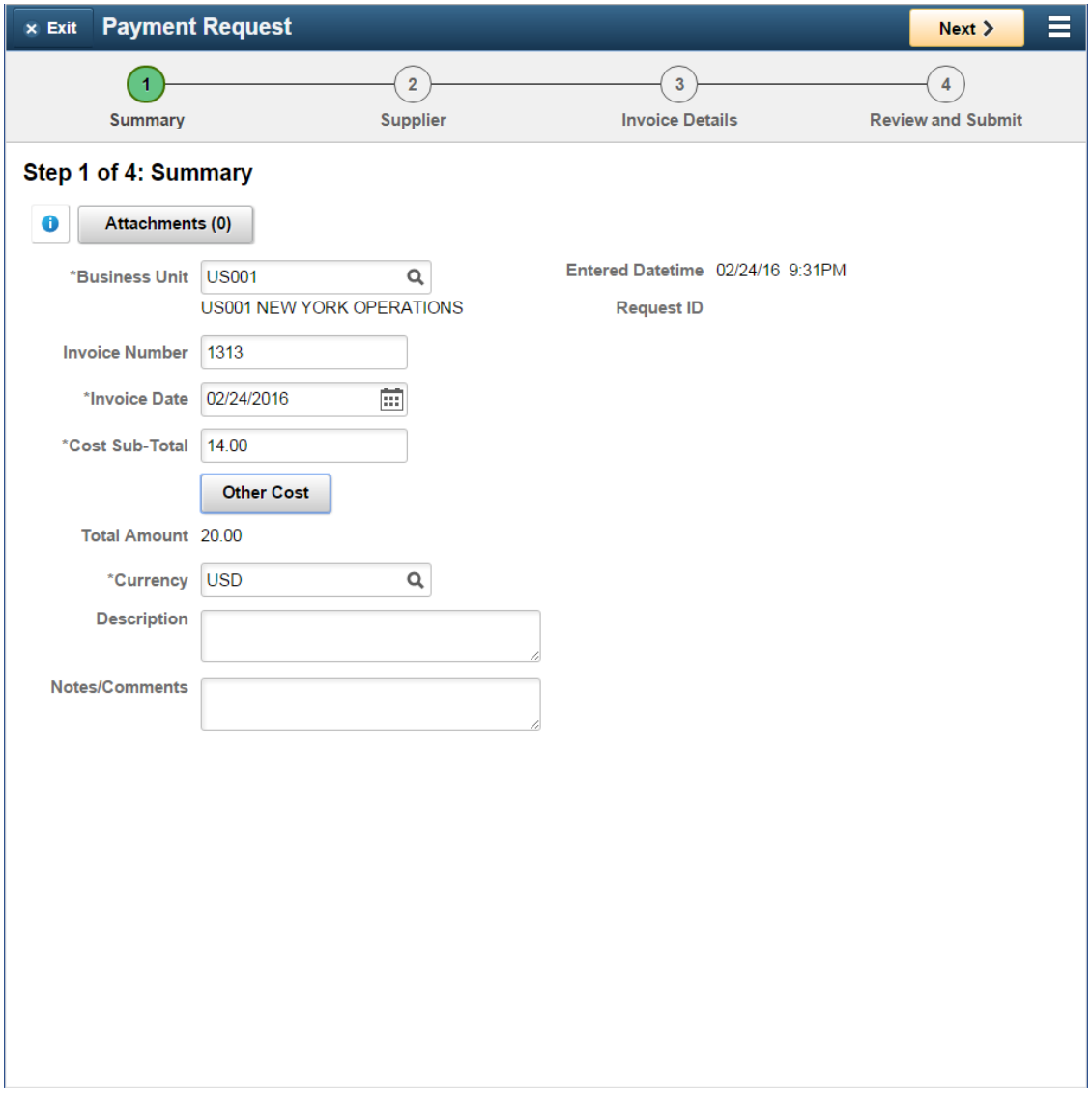
> **Note**
>
> You can customize this Summary Fluid page by using a Customization offered by PeopleSoft called Drop Zones. By using Drop Zones, you can add your own fields to Fluid pages to display or update your data. Drop Zones can be added on the top and bottom of this page. For more information on Drop Zones, See the product documentation for *PeopleTools: Fluid User Interface Developer's Guide* **Creating and Configuring Drop Zones**.

Navigation:

Employee Self Service, and then **Payment Request Center**, and then **Create a new Payment Request**

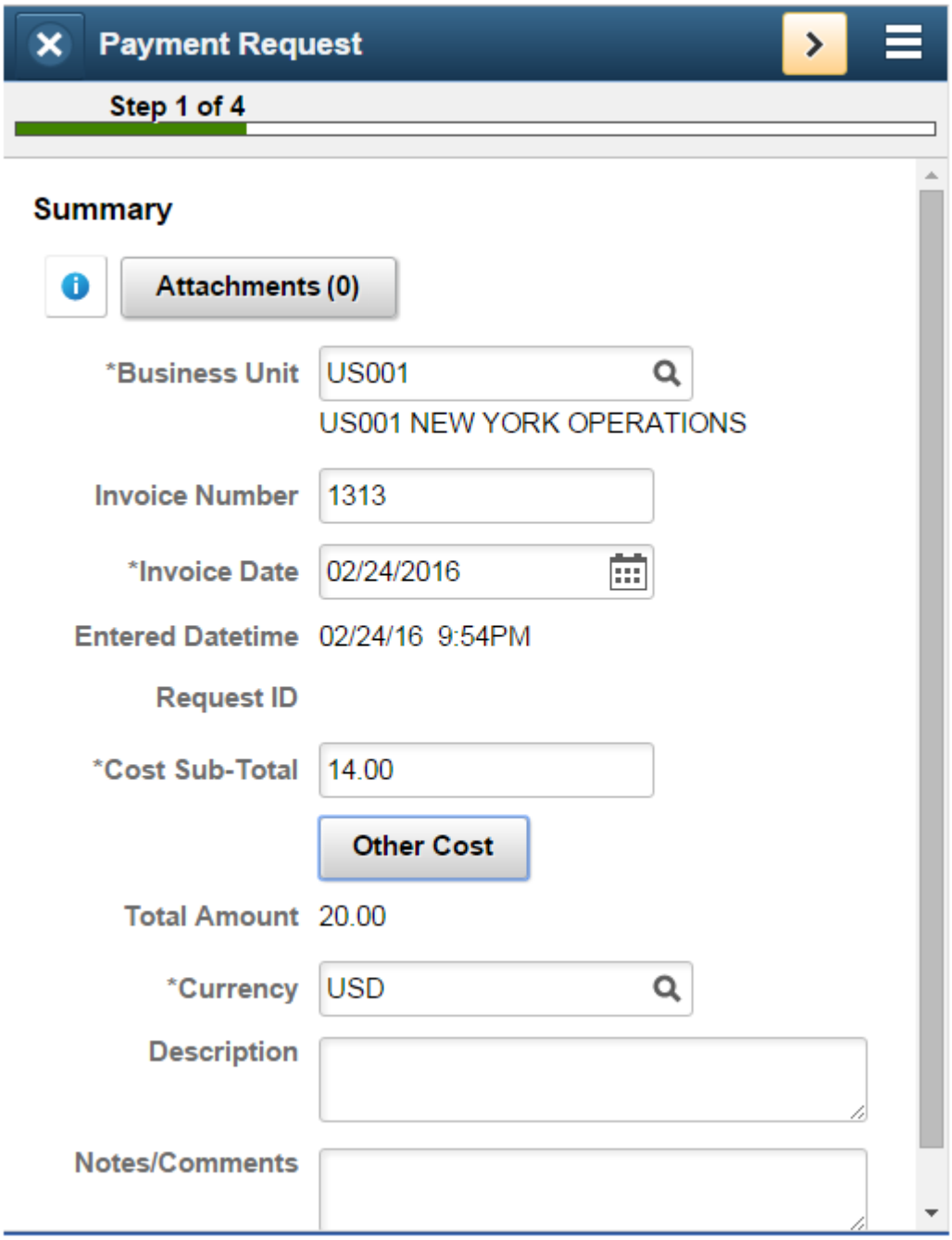
This example illustrates the fields and controls on the Summary page. You can find definitions for the fields and controls later on this page.

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

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Field or Control	Description
	Click to open the Instructions page and view any instructions about entering summary details, which were set up on the Payment Request Template page. This icon appears only if there are instructions entered in the Instructions section on the Payment Request Template page.

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Field or Control	Description
Attachments (0)	Click the button to open the Attachments Page and include any attachments to the payment request. See Application Fundamentals: Installation Options - Multiple Attachments Page to define the maximum attachment upload limit for various products.
Cost Sub-Total	You can create Payment request with 0 or credit amount. **Note** Only Fluid version allows 0 or credit payment requests.

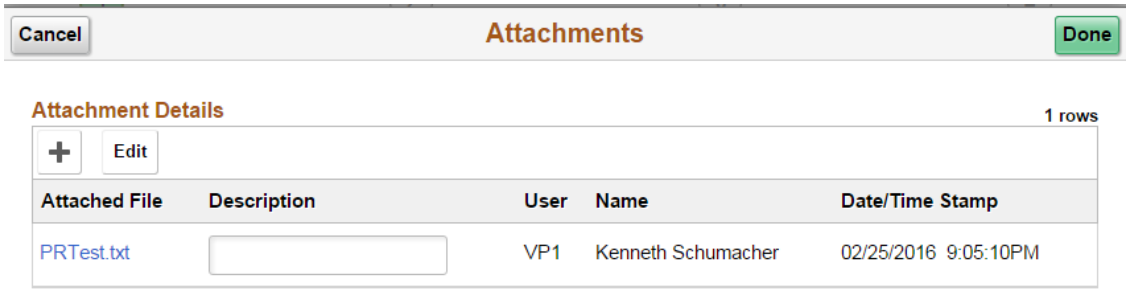
Attachments Page

Use the Attachments page (PR_ATT_SCF) to include any attachments to the payment request.

Navigation:

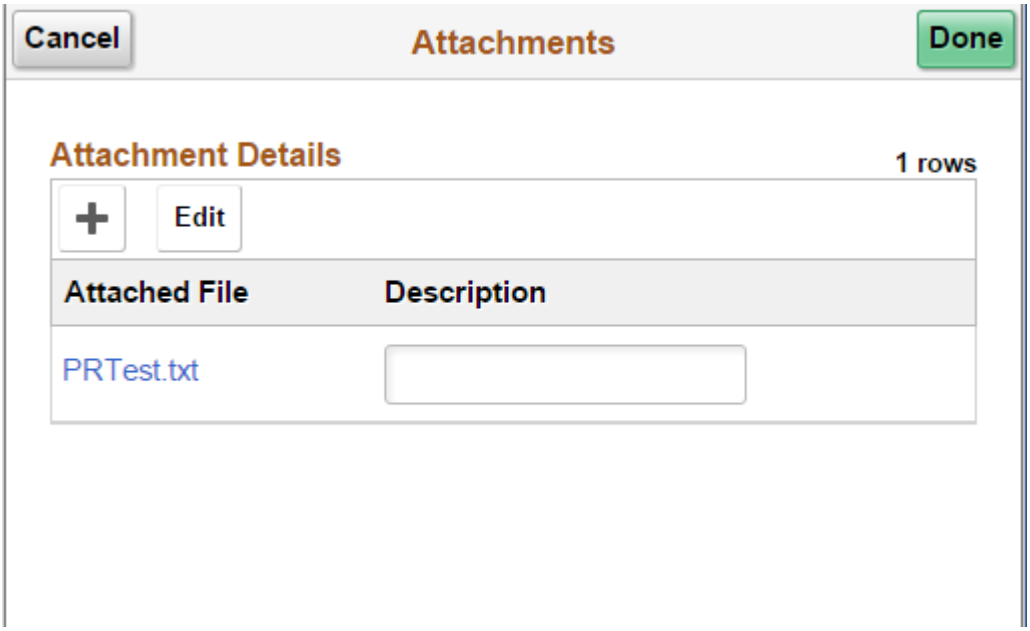
Click the Attachment(0) link on the Summary page. Click the Add Attachment button.

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



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

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Field or Control	Description
Add Attachment	Click to open the File Attachment page. Click the My Device button to choose a file source, select the file and click Upload. Click Done to return to the Attachments page. **Note:** This button appears only when there are no attachments (0) included earlier.
+	Click to include additional an attachment. This button appears only if there are existing attachments included earlier in the payment request.
Edit	Click to open the Attachment Details page, select the attachment row and click Delete button to delete the attachment.

Other Cost Page

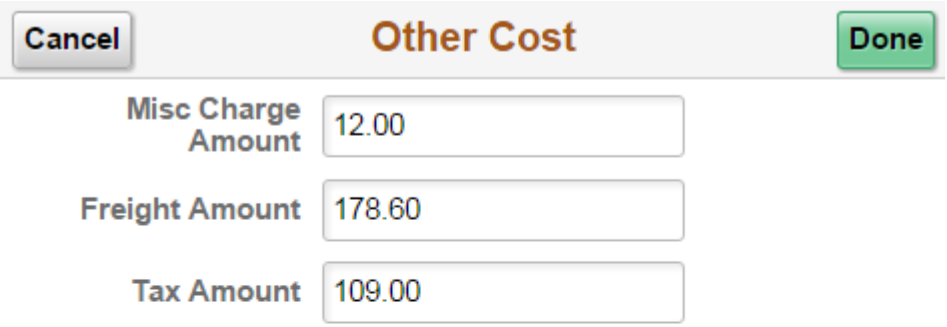
Use the Other Cost page (PR_MISC_AMT_SCF) to enter miscellaneous costs to the payment request. Miscellaneous costs include Miscellaneous Charge Amount, Freight Amount, and Tax amount.

Navigation:

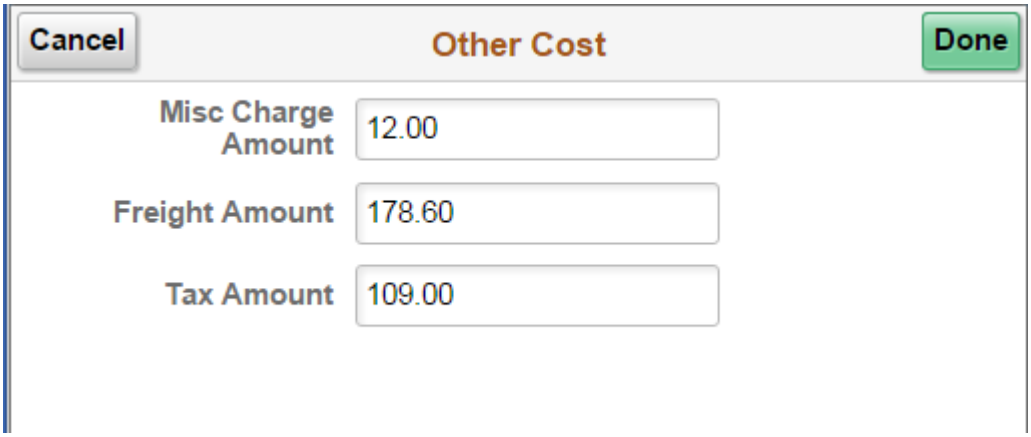
Click the Other Cost button on the Summary page.

This example illustrates the fields and controls on the Other Cost page.

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This example illustrates the fields and controls on the Other Cost page.



Supplier Page

Use the Supplier page (PR_ VNDR_FL) to enter supplier details for the payment request.

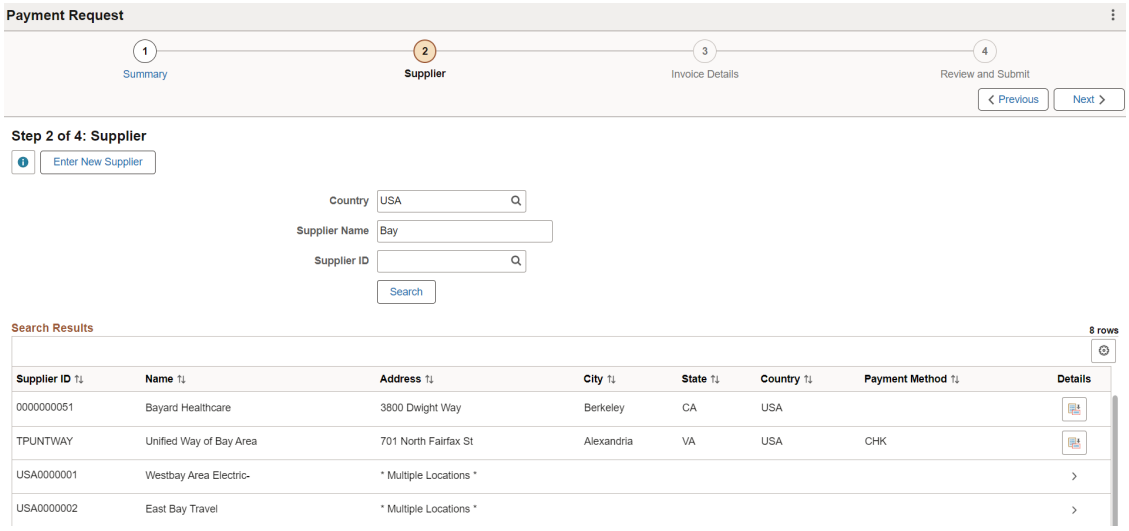
> **Note**
>
> You can customize this Supplier Fluid page by using a Customization offered by PeopleSoft called Drop Zones. By using Drop Zones, you can add your own fields to Fluid pages to display or update your data. Drop Zones can be added on the top and bottom of this page. For more information on Drop Zones, See the product documentation for *PeopleTools: Fluid User Interface Developer's Guide* **Creating and Configuring Drop Zones**.

Navigation:

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Click the Next button on the Summary page.

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

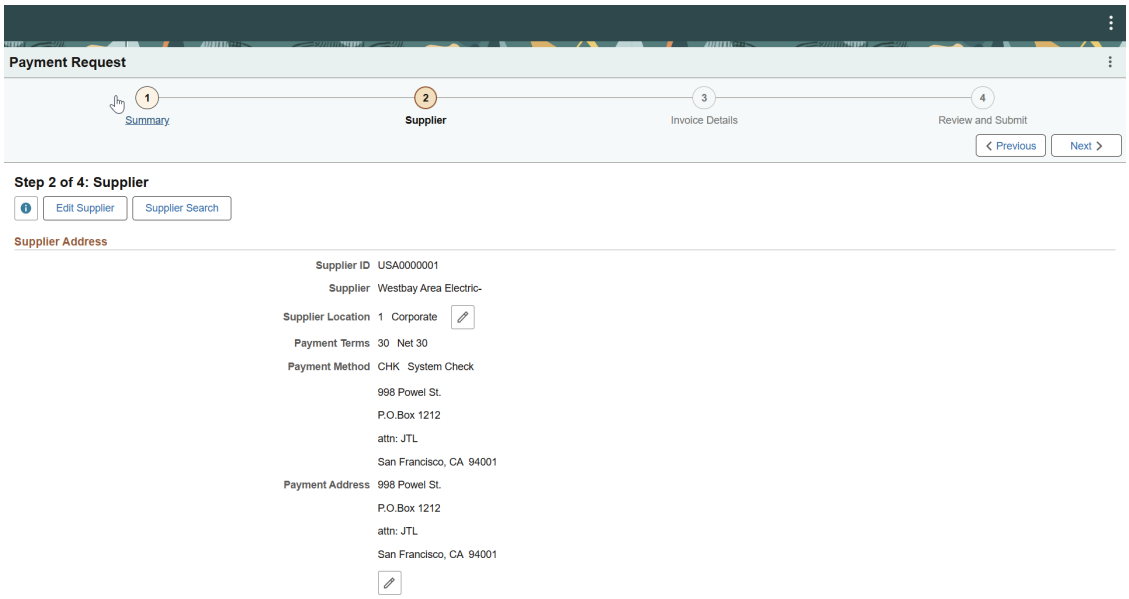


Field or Control	Description
	Click to open the Instructions page and view any instructions about entering supplier details, which were set up on the Payment Request Template page. This icon appears only if there are instructions entered in the Instructions section on the Payment Request Template Page.
Address	If a supplier is present in multiple locations, the Address field shows as **Multiple Locations**. Click the address link to open the Select Supplier Location page and select the desired location from the list. On a smartphone, you can click the '>' button to open the Select Supplier Location page.
Enter New Supplier	Click to open the New Supplier Request page and enter the details of a new supplier. This button appears only after you select the Search button.
	Select to download the search results to Microsoft Excel spreadsheet.
	Select to find a string in the current page.
	Select to sort the data within the Search Results grid.

After you select a Supplier, the supplier information and payment address displays.

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This example illustrates the fields and controls on the Supplier Address Payment Request page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Supplier Location	Displays the supplier location. Click  to view and change location if there are multiple locations available for the supplier.
Payment Terms and **Payment Method**	Displays the payment terms and the payment method. These fields are defaulted from the Payables hierarchy. If the default value is not present in the entire hierarchy, then that field will be hidden. For additional information, see PeopleSoft Payables Control Hierarchy.
Payment Address	Displays the payment address. Click  to access the Select Payment Address page to choose a payment address. For additional information, see PeopleSoft Source to Settle Common Information: Defining Supplier Locations.

New Supplier Request Page

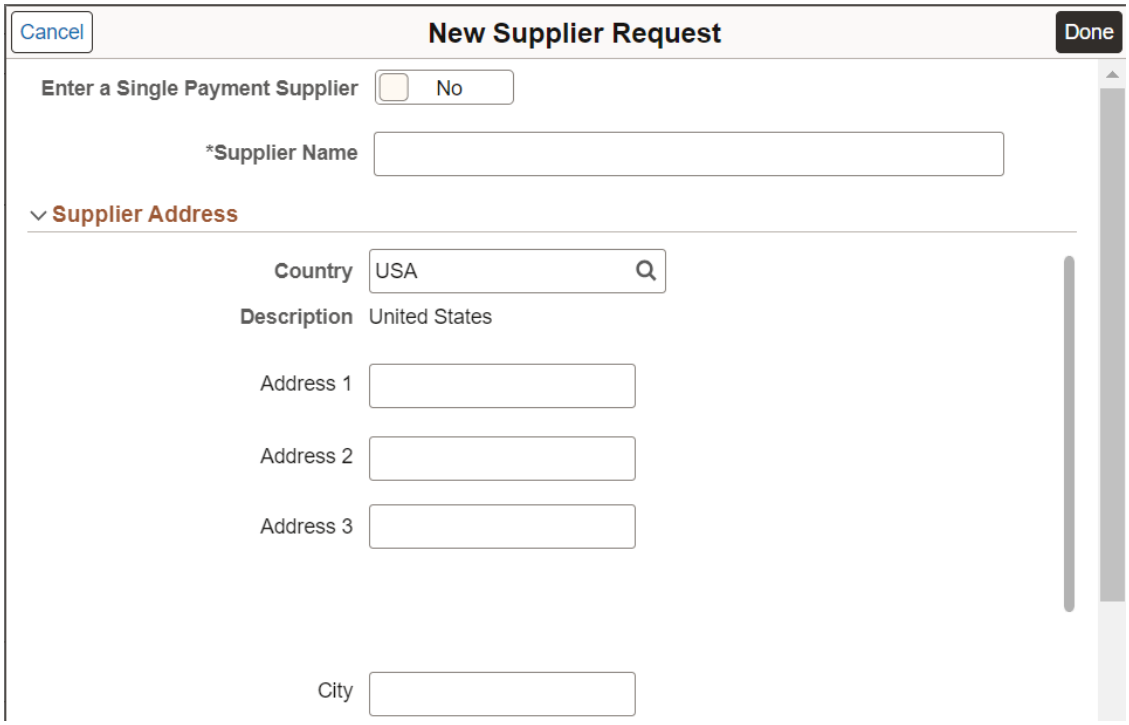
Use the New Supplier Request page (PR_VNDR_ADD_SCF) to enter a new supplier with details of address, contact Information, and new supplier questions. The Request New Supplier button appears only after you click the Search button. A new supplier can be requested only if existing suppliers are not preferred.

Navigation:

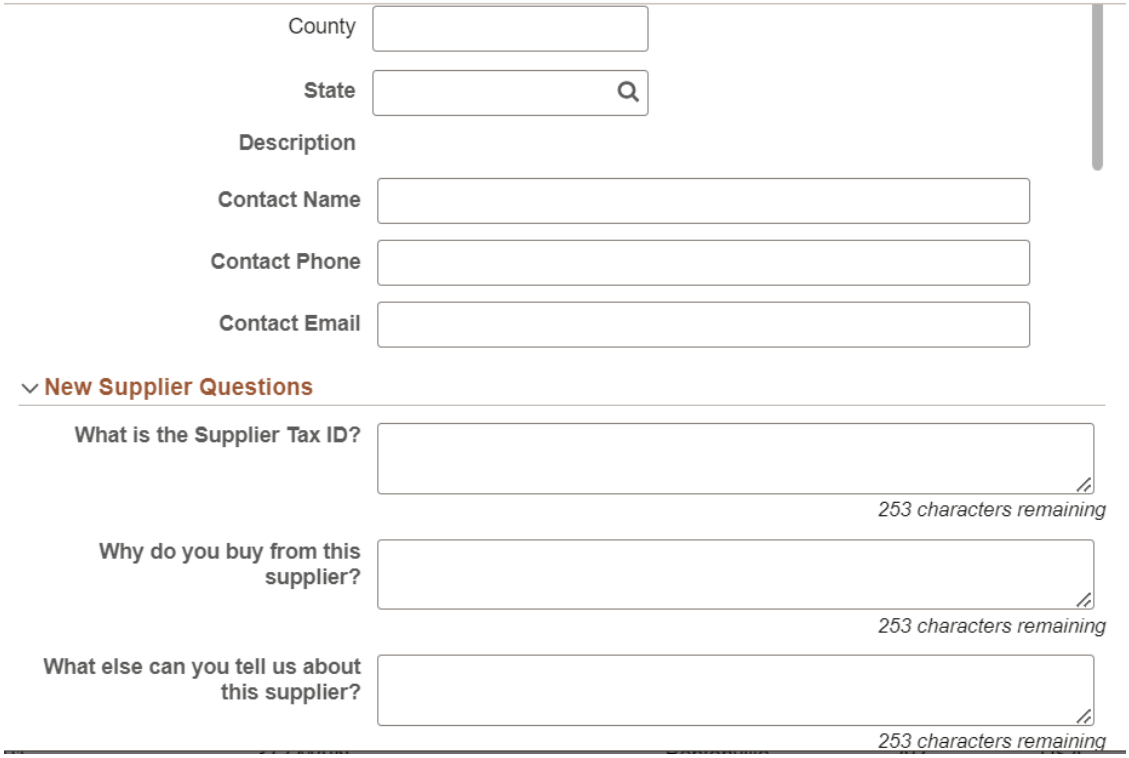
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Click the Enter New Supplier button on the Supplier page.

This example illustrates the fields and controls on the New Supplier Request (1 of 2) page.



This example illustrates the fields and controls on the New Supplier Request (2 of 2) page.



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Field or Control	Description
Enter a Single Payment Supplier	Select to enter a single payment supplier. Currently, only *Check* payment method is supported for single payment suppliers.

Invoice Details Page

Use the Invoice Details page (PR_LINE_FL) to add invoice lines.

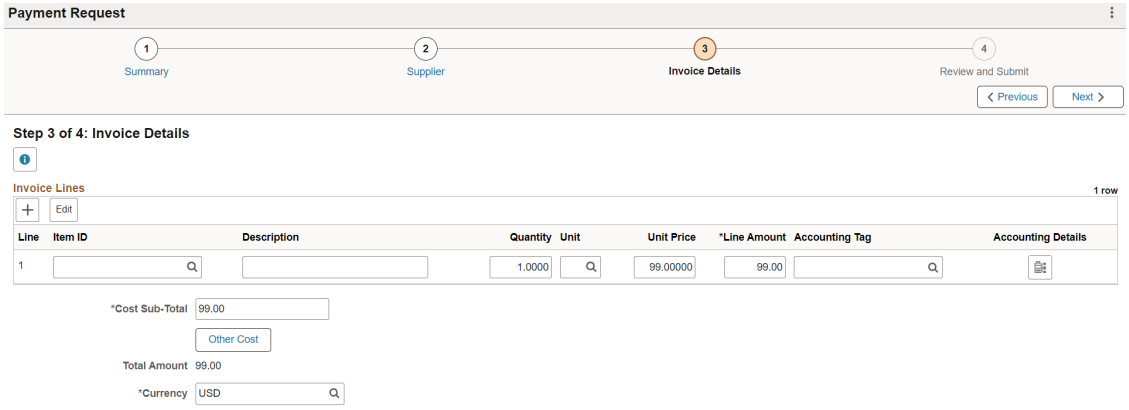
> **Note**
>
> You can customize this Invoice Details Fluid page by using a Customization offered by PeopleSoft called Drop Zones. By using Drop Zones, you can add your own fields to Fluid pages to display or update your data. Drop Zones can be added on the top and bottom of this page. For more information on Drop Zones, See the product documentation for *PeopleTools: Fluid User Interface Developer's Guide* **Creating and Configuring Drop Zones**.

Navigation:

Click the Next button on the Supplier page. Click the Add Lines button to add an invoice line for the Payment Request.

In the desktop interface, clicking the Add Lines button allows you to enter the new line details on the Invoice Details page itself.

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.



Field or Control	Description
	Click to insert an additional line and enter the details.
Edit	Click the button and select invoice lines to delete. Click Delete.

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Field or Control	Description
Accounting Tag	Select the desired accounting tag from the Accounting Tag - Accounting Tag List Page. See Selecting Accounting Tags in PeopleSoft Fluid User Interface
	Click the button to open the Accounting Details Page and enter the desired accounting details to the accounting lines.

Related Topics

- Application Fundamentals: Setting Up Accounting Tags

Accounting Details Page

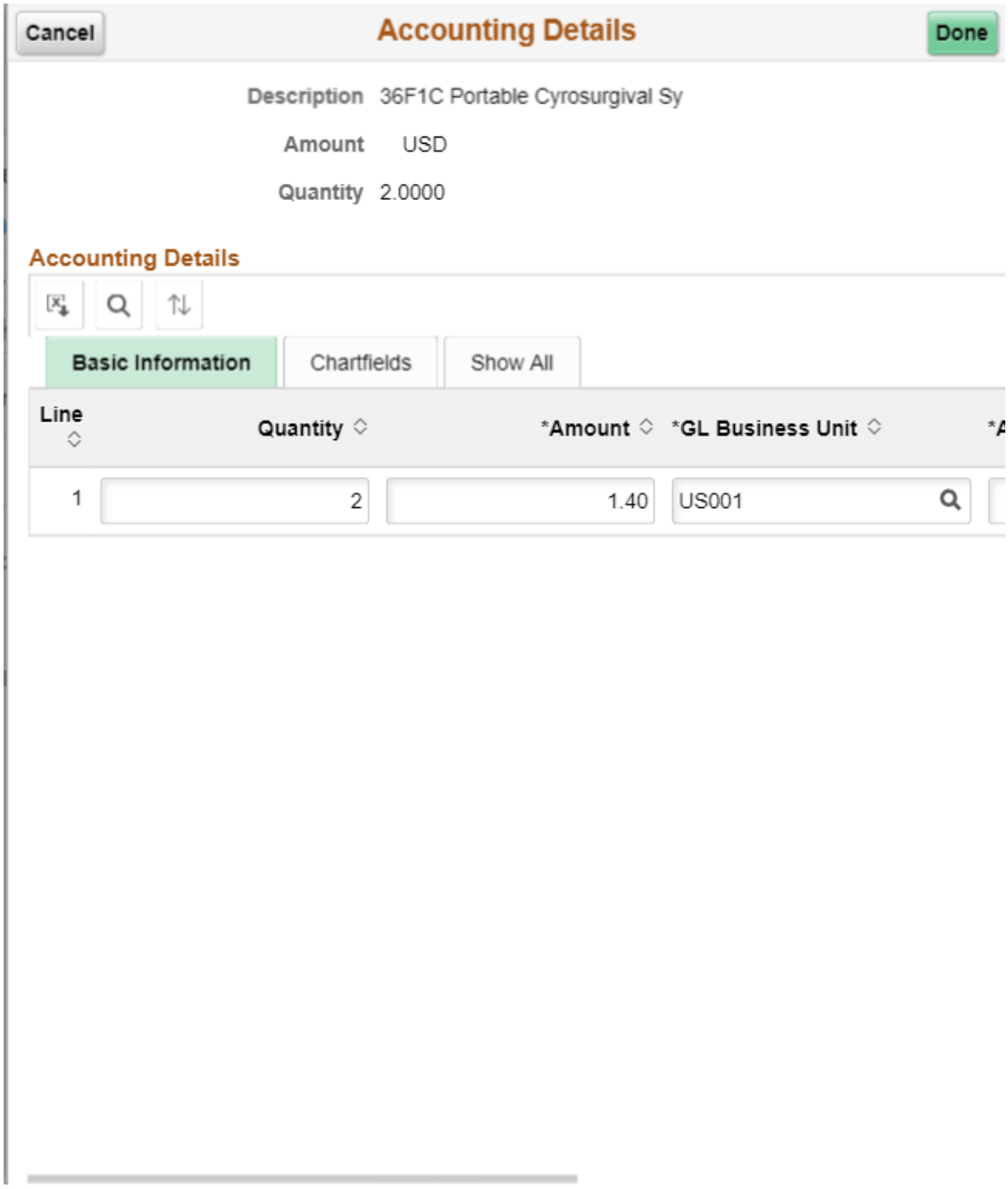
Use the Accounting Details page (PR_CF_SCF) to enter accounting details to the accounting lines.

Navigation:

Click the Accounting Details button on the Invoice Details page.

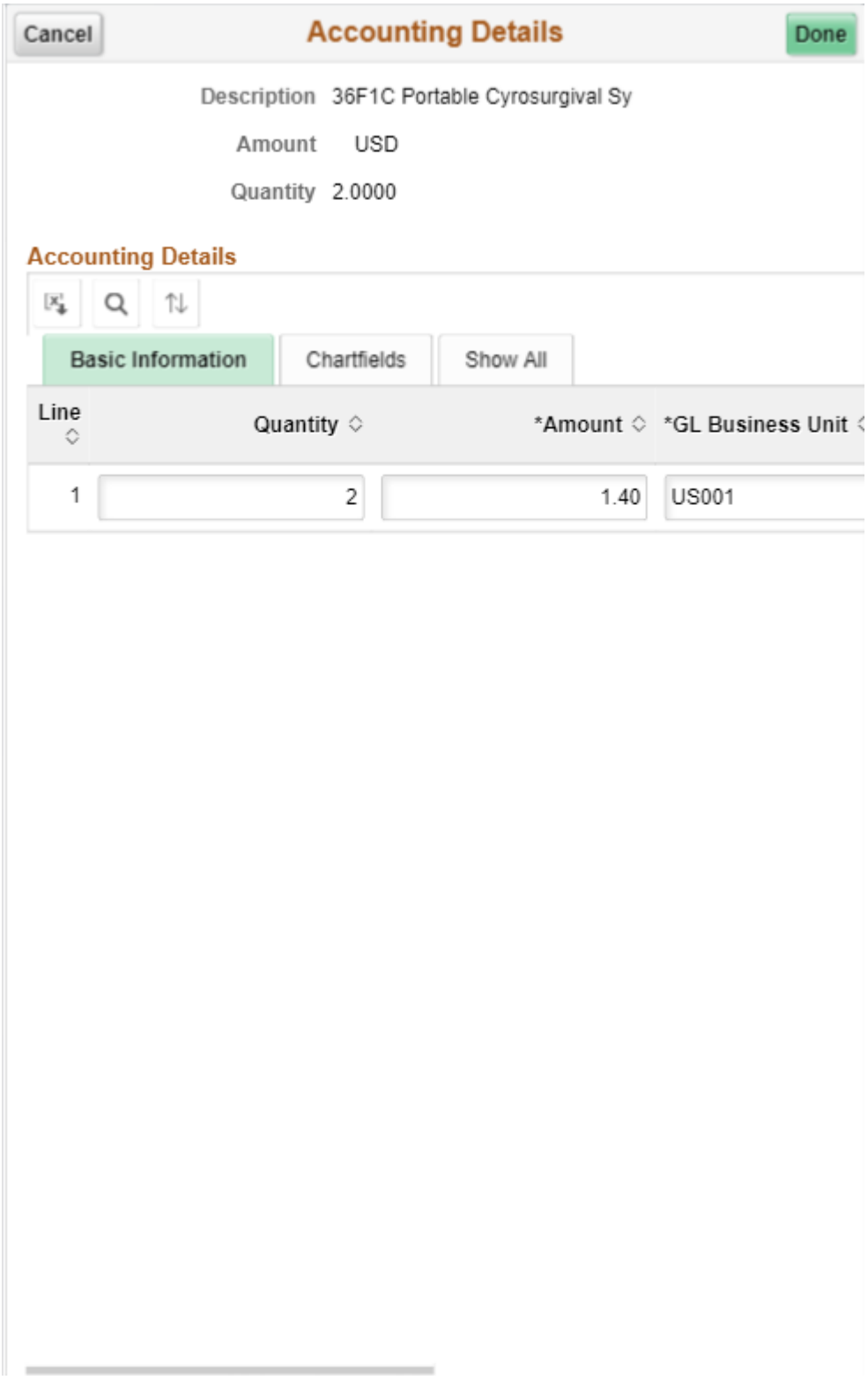
This example illustrates the fields and controls on the Accounting Details page.

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This example illustrates the fields and controls on the Accounting Details page.

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Review and Submit Page

Use the Review and Submit page (PR_SUBMIT_FL) to review and submit the Payment Request for approval.

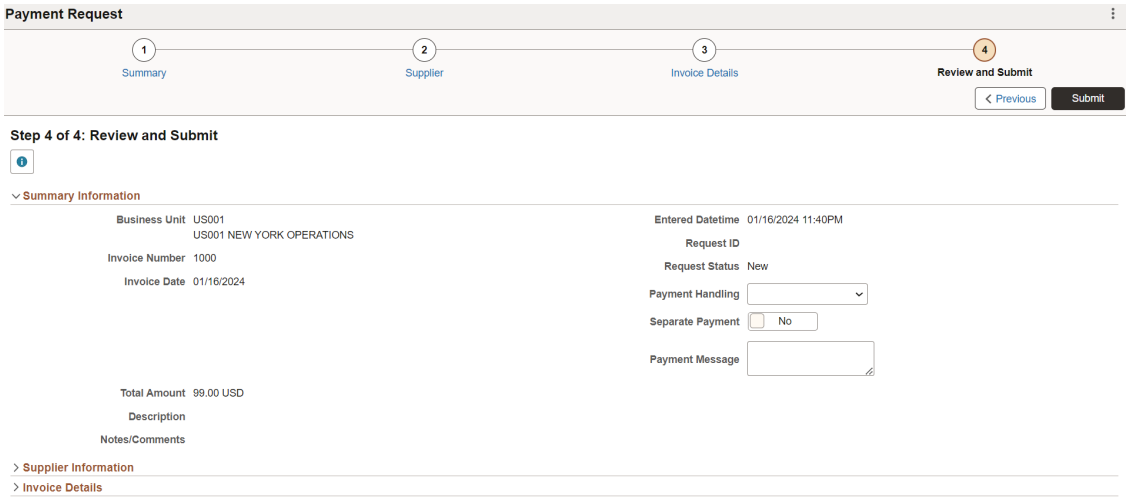
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> **Note**
>
> You can customize this Review and Submit Fluid page by using a Customization offered by PeopleSoft called Drop Zones. By using Drop Zones, you can add your own fields to Fluid pages to display or update your data. Drop Zones can be added on the top and bottom of this page. For more information on Drop Zones, See the product documentation for *PeopleTools: Fluid User Interface Developer's Guide* **Creating and Configuring Drop Zones**.

Navigation:

Click the Next button on the Invoice Details page.

This example illustrates the fields and controls on the Review and Submit page.



> **Note**
>
> Duplicate invoice check is done for all payment requests before submission, review and approval. You can proceed with payment request creation or reject the request based on the setup done at the business unit level. For additional information, see Defining PeopleSoft Payables Business Unit Options by SetID

Payment Handling, Separate Payment and Payment Message fields are displayed based on the options selected on Payment Request Template Page. The options available for Payment Handling are the following: *High Dollar Payment*, *Internal Distribution*, *Regular Payments* and *Route to Purchasing*.

Email Notification

After a requester submits a payment request, if the workflow option is *Review before Workflow Approval* or *AP Review - No Workflow Engine* on the Payment Request Template, an email notification is sent to the reviewers with a link to the Fluid Payment Request page for reviewer. After the reviewer resubmits a payment request for workflow option *Review before Workflow Approval*, the Approval Workflow Engine sends an email notification to approvers with a link to the Fluid Payment Request Approval page.

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When a requester submits a payment request, if the workflow option is *Workflow Approval* on the Payment Request Template, the Approval Workflow Engine sends an email notification to approvers with a link to the Fluid Payment Request Approval page.

If an approver denies the payment request or provides final approval of the payment request, the Approval Workflow Engine sends an email notification to requester with a link to the Fluid Payment Request Page for requester.

When a reviewer post a message to the requester, an email notification is send to the requester. The URL generated on email notification will point to the Fluid Payment Request page for requester. Similarly, when requester post a response to the reviewer, an email notification is send to the reviewer with a link to the Fluid Payment Request Page for reviewer.

Selecting Accounting Tags in PeopleSoft Fluid User Interface

When creating transactions using the PeopleSoft Fluid User Interface, users who can determine the accounting distribution for the transaction can use Accounting Tags.

Pages Used to select Accounting Tags

Page Name	Definition Name	Usage
Accounting Tag	ACCTG_TAG_SEL_SCF	Select how the existing accounting distributions are to be treated for the transaction line and how the new accounting distribution is to be distributed.
Accounting Tag - Accounting Tag List Page	ACCTG_TAG_SEL_SCF	Select the accounting tag.
Manage Favorites Page	TAG_FAV_SEL_SCF	Determine which accounting tags you want on your Favorites list.

Accounting Tag Page

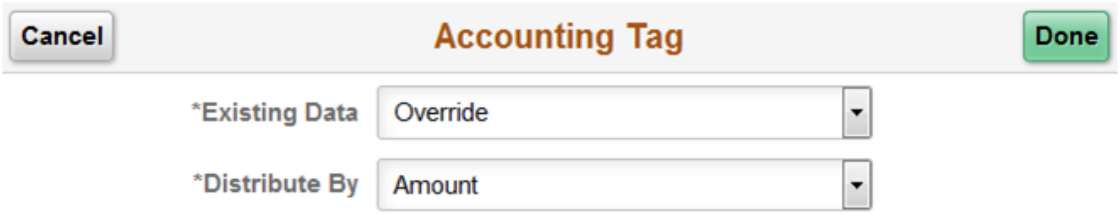
Use the Accounting Tag page (ACCTG_TAG_SEL_SCF) to select how the existing accounting distributions are to be treated for the transaction line and how the new accounting distribution is to be distributed.

Navigation:

Click the Options link on the Accounting Tag - Accounting Tag List Page

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

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Field or Control	Description
Existing Data	Select an option to *Override* or *Append* the new accounting distribution to the existing accounting distributions.
Distribute By	Select to distribute by *Quantity* or *Amount*.

Accounting Tag - Accounting Tag List Page

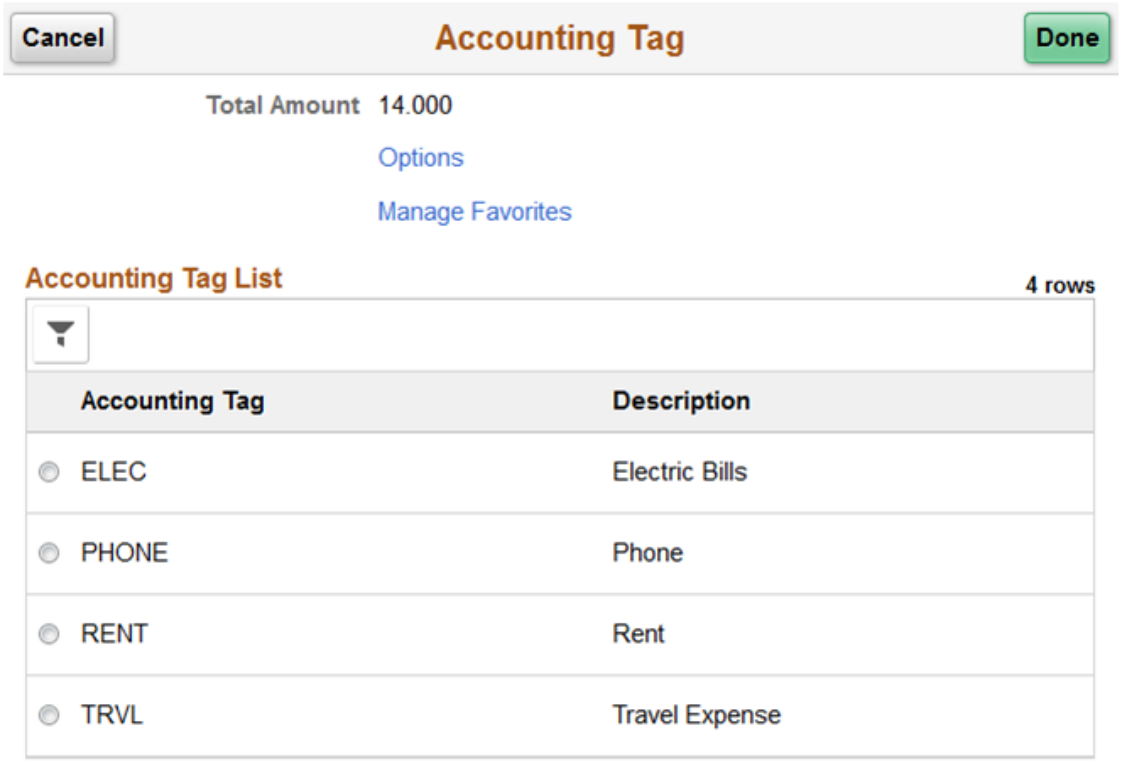
Use the Accounting Tag - Accounting Tag List page (ACCTG_TAG_SEL_SCF) to select the accounting tag.

Navigation:

Click the Accounting Tag field on the Invoice Details page

This example illustrates the fields and controls on the Accounting Tag - Accounting Tag List page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Select radio button	Select the accounting tag, which populates the transaction distribution with the ChartField information.
Options	Select to access the Accounting Tag page to select how the existing accounting distributions are to be treated for the transaction line and how the new accounting distribution is to be distributed.
Manage Favorites	Select to access the Manage Favorites page to determine which accounting tags you want on your Favorites list.

Manage Favorites Page

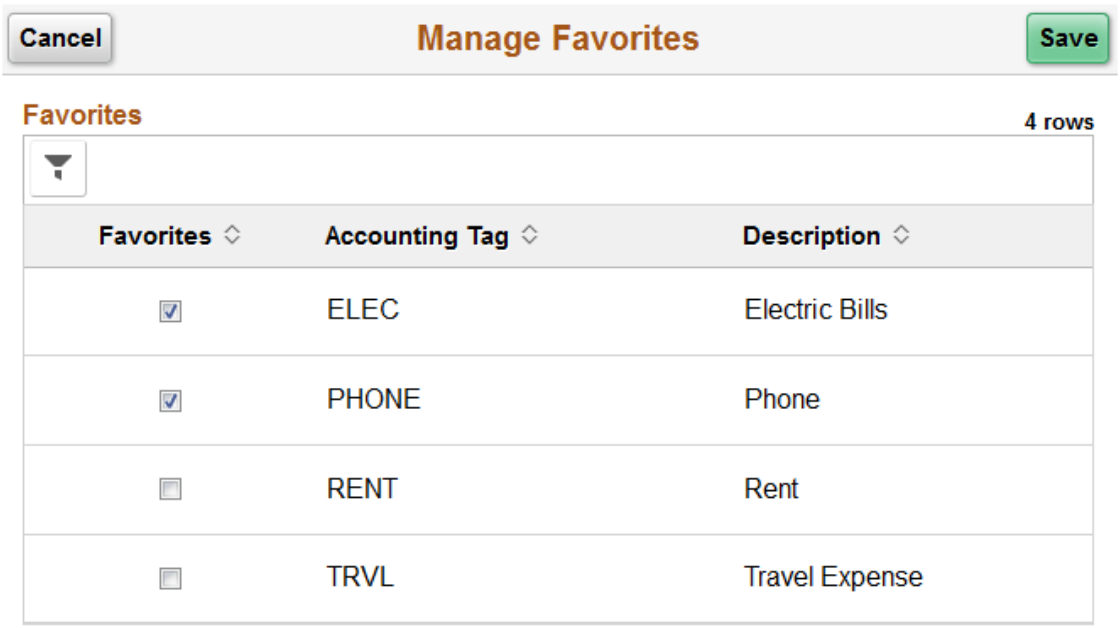
Use the Manage Favorites page (TAG_FAV_SEL_SCF) to determine which accounting tags you want on your Favorites list.

Navigation:

Click the Manage Favorites link on the Accounting Tag - Accounting Tag List Page

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This example illustrates the fields and controls on the Manage Favorites page.



The accounting tags displayed on this page (and the Accounting Tag List page) are determined by these factors:

1. The specific product.
2. The specific tag group (tag groups are associated using the Assign Tag Groups component)
3. Tags that don't have tag groups.
4. The permission list assigned to user signed into the accounting tag component.
5. The user ID signed into the accounting tag component.
6. The security setting for all users.
7. The filter options selected.

Related Topics

- Application Fundamentals: Setting Up Accounting Tags

Approving Payment Requests Using Mobile Approvals

This section discusses approving payment requests using Mobile Approvals.

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Pages Used to Approve Payment Requests using Mobile Approvals

Page Name	Definition Name	Usage
Approvals Tile	HMAP_APPR_TILE_FL	Review pending and historical approval requests that are associated with the user
Pending Approvals Page	EOAWMA_MAIN_FL	View a list of all transactions that apply to the selected transaction category and access the respective transactions that are pending your approval
Filters Page	EOAWMA_FLTR_SCF	Refine the results displayed in the Pending Approvals page.
Payment Request 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 action selected for the transaction.
Distributions Page	EOAWMA_TXNDTL_FL	View line details.
Approvals History Page	EOAWMA_MAIN_FL	View a list or approval transactions you have worked on in the past.

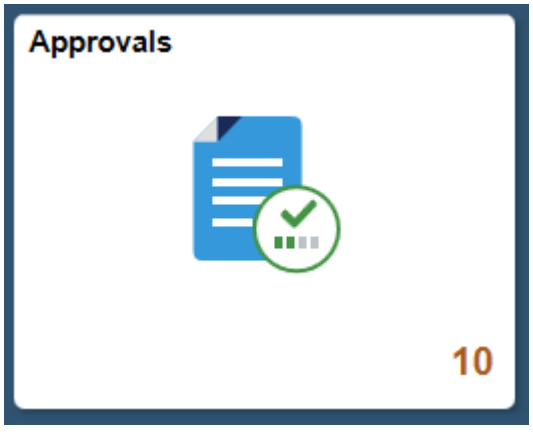
Approvals Tile

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 Approvals Tile.



For information about how to add a tile to a PeopleSoft Fluid Home page, see Application Fundamentals: Adding Homepages and Tiles

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The tile can show the total number of pending approvals. If no pending approvals are available, the tile does not display a number count.

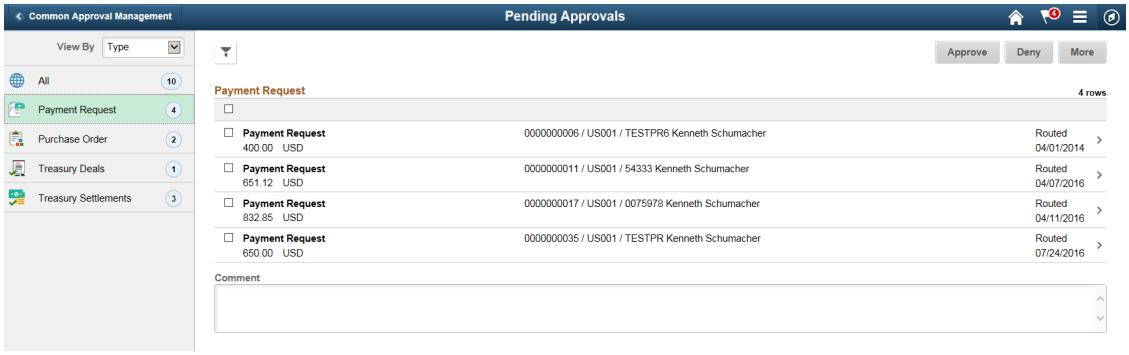
Pending Approvals Page

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.

Navigation:

Common Approval Management, and then **Approvals**.

This example illustrates the fields and controls on the Pending Approvals page.



> **Note**
>
> Approval transactions listed for each user depends on the permission level established for the user logged in.

PeopleSoft Payables supports delegation of approvals for Payment Requests. Payables users can leverage the Enterprise Components Delegation Framework in order to assign Delegates for approving various transactions. For more information, see Enterprise Components: Understanding Delegation.

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.

Oracle PeopleSoft delivers Notification Composer Framework to manage the setup and administration of notifications in one central location. Once you have adopted the Notification Composer feature, you must use it to create new notifications and manage your existing notifications.

For more information about Notification Composer Framework, see Enterprise Components: Understanding Notification Composer

Action Menu

You can access one of these approval views (by selecting the Action Menu drop-down icon) to access either of these pages:

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- **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 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.

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The right side of the page displays transactions that belong to the selected option on the left. Select a transaction row to access the Payment Request 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 Payment Request Page, and approve the transaction from there. Mass approvals is determined on the Enterprise Components: Fluid Approval Setup - Transactions Page

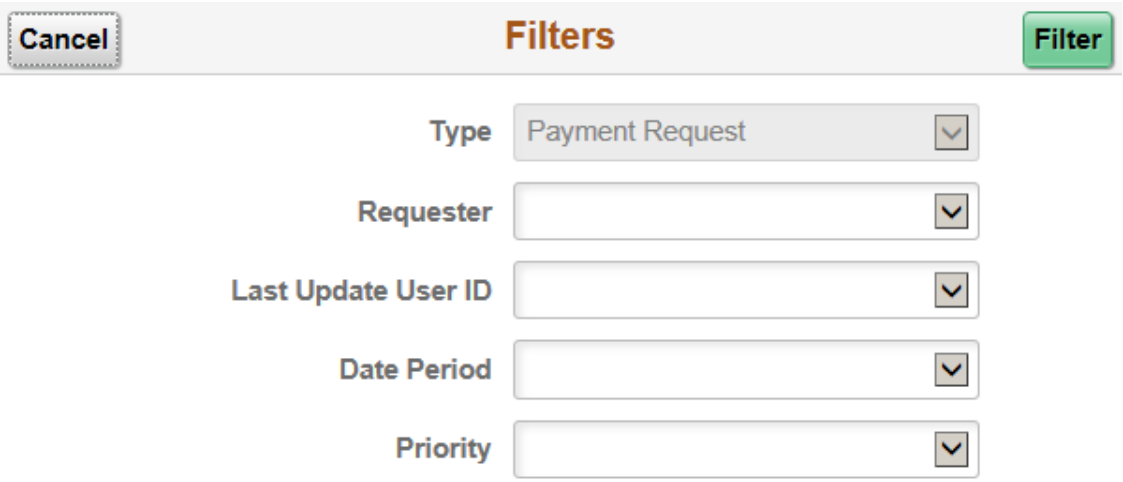
Filters Page

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 Filters page.



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.

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Field or Control	Description
Reset	Select to reset the filter fields to the default value. This button is only available when you have entered filter values.

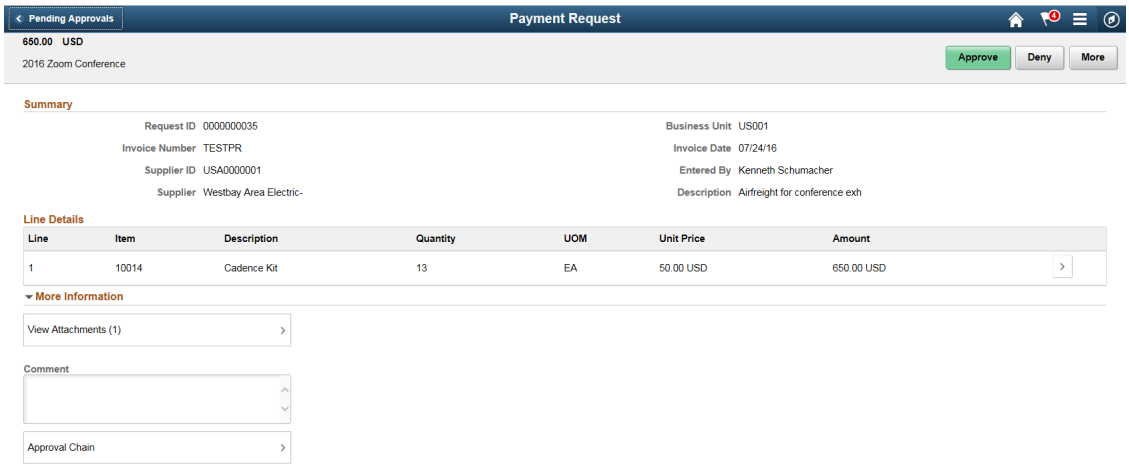
Payment Request Page

Use the Payment Request 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 Payment Request 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:

- Approve
- Deny
- Pushback
- Hold
- Request Information
- More (the page displays this button when the other buttons do not all fit on the page)

Field or Control	Description
Approve, Deny, Pushback, Hold, Request Information	Select an option for the transaction. When you select one of these buttons, the system allows you to confirm or cancel your action.

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Field or Control	Description
View Attachments	Select to open the View Attachments page and view any attachments included at the time of creating the payment request.

Summary Section

The Summary section displays high-level information about the transaction. Most of this information is also displayed on the Pending Approvals page.

Lines Section

The Lines section displays a summarized list of all lines on the transaction. Select the right arrow to access line summary and detail information.

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 Payment Request page.

This example illustrates the fields and controls on the Approval Chain 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.

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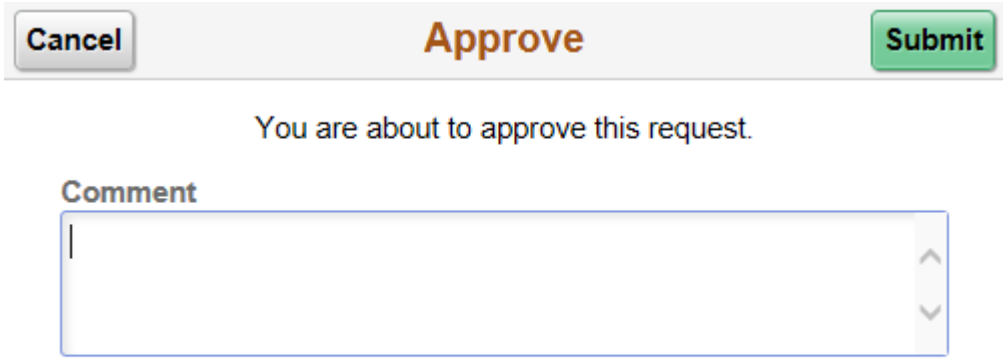
Approve Page

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.

Distributions Page

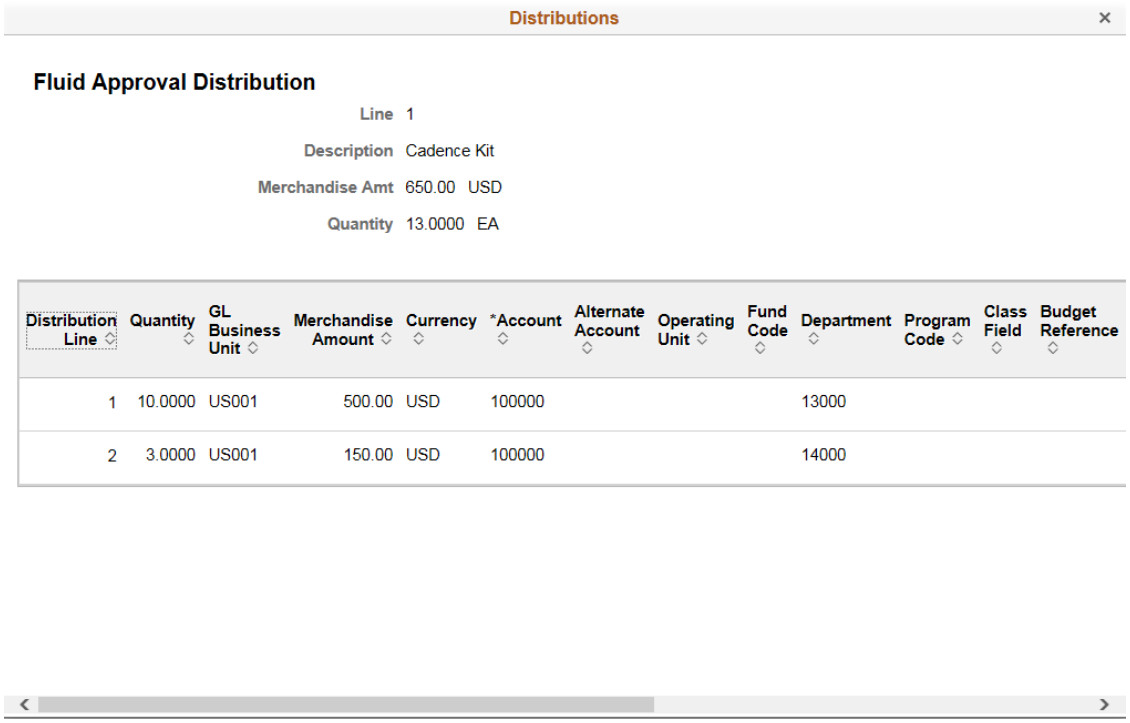
Use the Distributions page (EOAWMA_TXNDTL_FL) to view line details.

Navigation:

From the Payment Request page, select a line.

This example illustrates the fields and controls on the Distributions page

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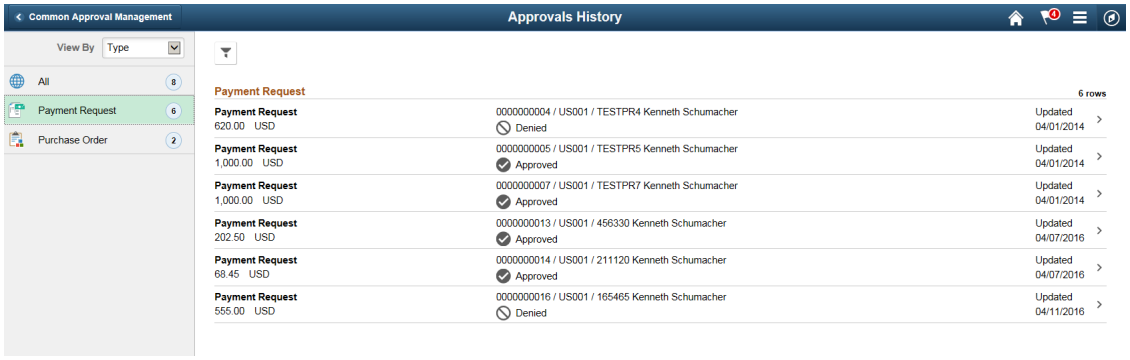
Approvals History Page

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 Enterprise Components: Fluid Approval Setup - General Settings Page setup page. This page displays a message below the category tabs indicating the time period for which history is displayed.

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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.

Canceling Individual Payments

This section provides an overview of payment cancellation with associated liabilities and discusses how to cancel a payment.

This section discusses canceling individual payments. PeopleSoft Payables also provides the ability to cancel multiple payments using the Mass Payment Cancellation component.

Pages Used to Cancel Individual Payments

Page Name	Definition Name	Usage
Cancel Payment Page	PYMNT_CANCEL	Cancel payments, reverse a cancellation, or view previously canceled payments.
PO Associated with a Voucher Page	AP_PO_VCH_PYMT_DT	View purchase orders associated with the selected payment. This link is conditional, and the page appears only when the following three conditions exist: • The payment is associated with a PO voucher. • You have enabled Commitment Control. • You close the payment with liabilities. See Close Voucher Page
PO Schedules tied to the Voucher Page	AP_PYMTCL_PO_DET1	View purchase order schedules associated with the selected payment. This link is conditional, and the page appears only when the following three conditions exist: • The payment is associated with a PO voucher. • You have enabled Commitment Control. • You close the payment with liabilities. See Close Voucher Page

Related Topics

- Cancelling and Escheating Multiple Payments
  This section provides an overview of mass payment cancellation and escheatment processing.

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Understanding Payment Cancellation With Associated Liabilities

This section discusses how to:

- Cancel payments with associated liabilities.
- Cancel payment schedules with associated liabilities.
- Payment cancellation with no Commitment Control integration
- Payment cancellation and Commitment Control integration.
- Payment cancellation processing sequence.

Cancel Payments With Associated Liabilities

To cancel payments and close any associated liabilities, select the Do Not Reissue/Close Liability option. The system determines if vouchers associated with the payment are direct vouchers or PO vouchers. If you are cancelling the payment with the close liabilities option, the associated voucher is a PO voucher, and:

- Commitment Control is not enabled, the system provides you with the option to unmatch vouchers.
- Commitment Control is enabled, the system provides you with the option to restore encumbrances.

  If all the system checks pass, the system displays the PO Associated with the Voucher page.

Cancel Payment Schedules With Associated Liabilities

For payments defined with payment schedules, select the Do Not Reissue/Close Liability option. The system functions like it does when canceling a payment using the close option, except that it cancels a payment schedule and closes any liabilities associated with that payment schedule. The other difference between canceling a payment schedule and canceling a payment is that the pages list the schedule ID number instead of the reference number, and the PO Associated with the Voucher page displays all the vouchers associated with the payment schedule.

Payment Cancellation With No Commitment Control Integration

When the payment cancellation and closure includes purchase orders associated with vouchers, but Commitment Control is not enabled, the system provides you with the option of unmatching the voucher, in addition to closing the liability. The system:

- Determines if the payment being cancelled has at least one matched voucher.

  If so, the system provides you with the option to unmatch the voucher, in addition to closing the liability.
- Determines if the matched voucher is associated to a closed receiver line.
- Provides you with the option for unmatching the voucher if there is no association to a closed receiver line.

  The system generates a new message asking if you wish to unmatch the voucher. Select **Yes** to unmatch the voucher and close the liability. Select **No** to only close the liability.
- Provides you with the option for unmatching the voucher if there is an association to a closed receiver line.

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The system generates a new message asking if you wish to unmatch the voucher. Select **Yes** to unmatch the voucher and close the liability. Note that the system unmatches the closed receiver line as well. Select **No** to only close the liability.

- Determines if the voucher is partially paid.

  If so, the system displays a warning message that the voucher cannot be unmatched because it has been partially paid. You can continue with closing the voucher, however, the system does not unmatch the voucher.

Payment Cancellation and Commitment Control Integration

If the payment to be cancelled contains vouchers tied to purchase orders, the system gives the option of restoring encumbrance to the purchase order. If you choose to restore the encumbrance, the system automatically unmatches the voucher. If you choose not to restore the encumbrance, the system does not unmatch the voucher.

When the voucher is associated with purchase orders, and Commitment Control is enabled, the system:

- Determines if the encumbrance can be restored to the purchase order.

  The system generates a message asking if you wish to restore the encumbrance and reopen the purchase order. Select **Yes** to restore the encumbrance and reopen the purchase order. Select **No** and the system only liquidates the liability.

  If you use matching and you opted to restore the encumbrance and reopen the purchase order, the system automatically unmatches the voucher after the Voucher Posting process, which updates the purchase order and the receiver match statuses to *Partial.*

- Determines if the purchase order has been reconciled and finalized, and if encumbrances are established.

  If all purchase orders have been reconciled, then the system prevents you from reopening the purchase orders and restoring the encumbrances and the system advises you that only the remaining liability can be restored.

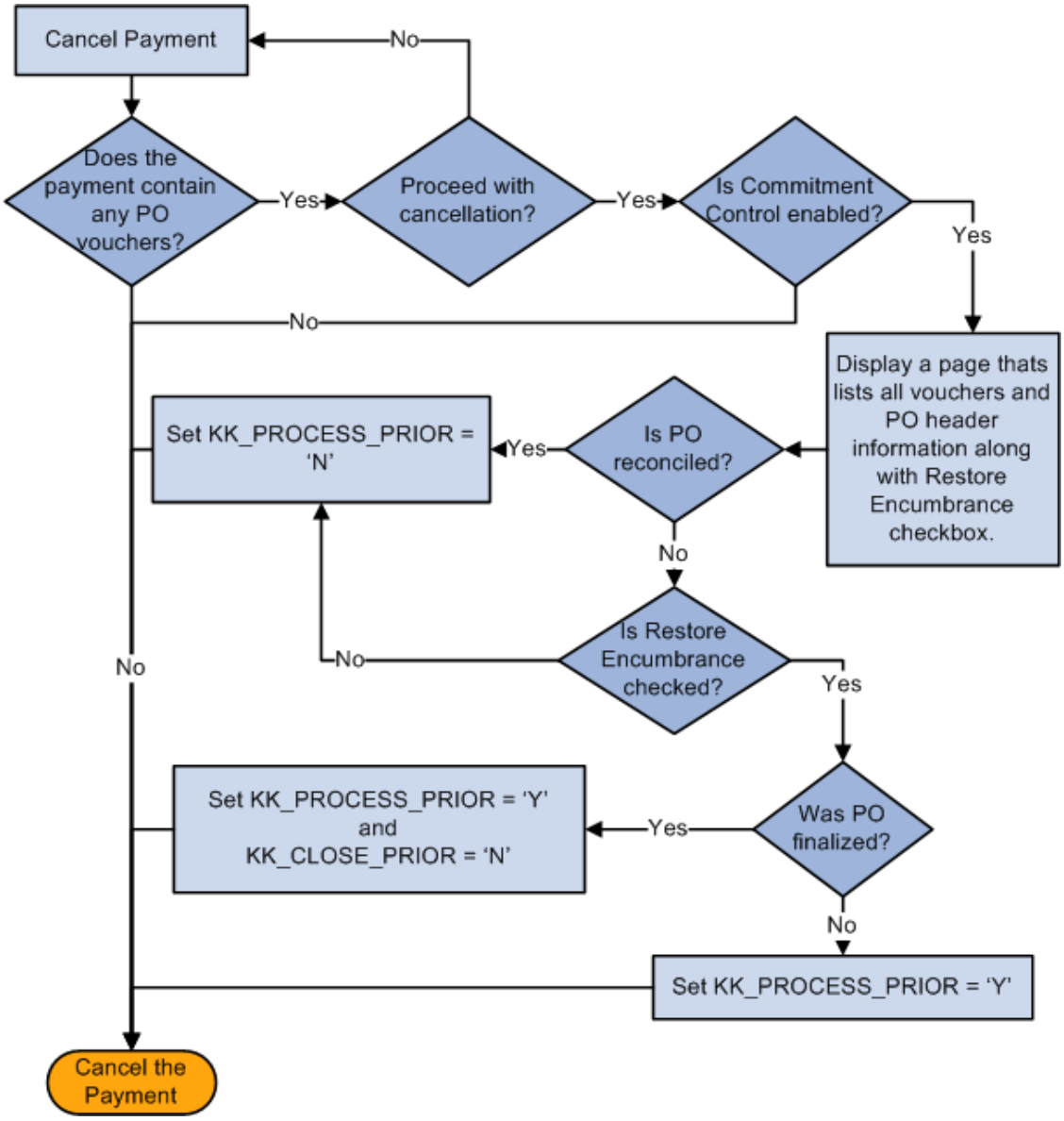
- Determines if the PO voucher has no associated partial payments.

  The system determines if the unreconciled PO vouchers have multiple payment schedules and if two or more payment schedules have been paid. The system does not restore the encumbrance when there is an active payment schedule. For the system to restore encumbrances, the following conditions must be met: associated payment schedules must either be not paid or paid and cancelled, and the entire voucher amount must be available.

The system uses these results to ensure field value synchronization between source transactions and referenced transactions, which are used in the Budget Processor process.

The following diagram illustrates the PeopleSoft Payables payment cancellation processing logic for scenarios involving purchase orders and Commitment Control integration.

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Payment Cancellation Processing Sequence

The following is the sequence of processes you perform to successfully close a PO voucher that has not been paid:

1. Create a PO voucher.
2. Run the Matching Application Engine process (AP_MATCH).
3. Run the Commitment Control's Budget Processor process.
4. Run the Voucher Posting process.
5. Pay the voucher.
6. Run the Payment Posting process.
7. Cancel and close the payment.
8. Run the Payment Posting process again.

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9. Run the Voucher Posting process again to unmatch any matched items.

Related Topics

- Understanding Voucher Close Functionality
  This section discusses:

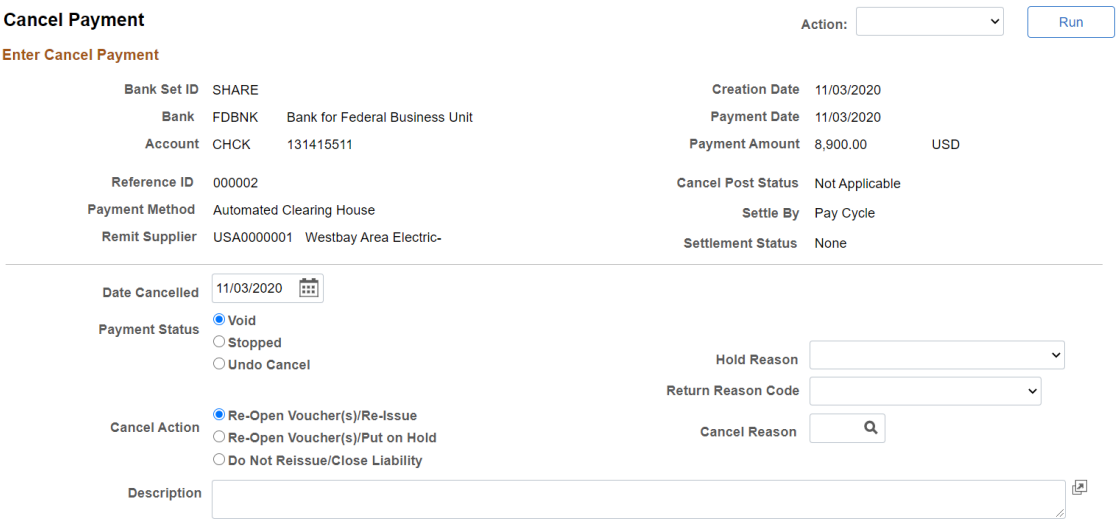
Cancel Payment Page

Use the Cancel Payment page (PYMNT_CANCEL) to cancel payments, reverse a cancellation, or view previously canceled payments.

Navigation:

Accounts Payable, and then **Payments**, and then **Cancel/Void Payments**, and then **Payment Cancellation**, and then **Cancel Payment**

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



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Field or Control	Description
Action	Select to run one of the following on-demand processes after you have marked and saved the cancellation. This creates the necessary accounting entries. Displayed on-demand processes depend on the selected **Payment Status** and **Cancel Action** values. For example, if you select **Void** and **Re-Open Voucher(s)/Re-Issue,** the *1. Payment Post* and *2. Journal Generate* values appear. Processes are numbered to indicate the order of how the processes are run. For example, if you select *2. Journal Generate,* the system automatically initiates the number 1 process (in this example, *1. Payment Post),* and then the number 2 process (in this example, *2. Journal Generate).* • *1. Payment Post*: Selecting this option runs only the Payment Posting process. • *2. Voucher Post:* Selecting this option runs two processes: first, the Payment Posting process, followed by the Voucher Posting process. • *2. Journal Generate:* Selecting this option runs the Payment Posting process and then the Journal Generator process. • *3. Journal Generate:* Selecting this option runs the Payment Posting process, the Voucher Posting process, and then the Journal Generator process. See Payment Cancellation.
Bank SetID	Displays your bank SetID, bank code, and account number and descriptions.
Remit Supplier	Displays remit supplier number and description.
Reference ID	Displays payment reference ID.
Creation Date	Displays the date the payment was created.
Payment Date	Displays the date the payment was issued.
IBAN	Displays the international bank account number (IBAN) in addition to the local, domestic bank account number when the country has been set up to display the IBAN on the IBAN Formats page.
Settle by	Displays whether the payment was settled through *Financial Gateway* or *Pay Cycle* functionality.
Settlement Status	Displays the settlement status of *Error, Hold, Loaded, Paid, Canceled,* or *None.*
Date Cancelled	Enter the date that you want to cancel the payment.

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Field or Control	Description
Payment Status	Select a payment action. Options include: *Void:* Select to void the payment. You void a payment when it has not been released. *Stop:* Select to stop the payment. You stop a payment when it has been released. *Undo Cancel:* You can undo any cancellation until you post the canceled payment. **Note:** After posting, you cannot undo the cancellation.

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Field or Control	Description
Cancel Action	Select a cancel action. Options include: *Re-Open Voucher(s)/Re-Issue:* Use to reselect the scheduled payments and reissue them the next time that you run a pay cycle, assuming that the vouchers meet the selection criteria for that pay cycle. **Note:** If you reopen and reissue the voucher, the existing schedule payment will be cancelled in the Payment Posting process and a new schedule is added. **Note:** If you decide to reopen vouchers and reissue, remember that you must run the Payment Posting process *twice* to record the reversal before those vouchers are available for a new payment selection. You can undo your cancellation, as long as the canceled payment is not posted. Payment Posting program will default the specified Bank, Account, Currency, Payment Method, Layout, Handling, Pay Group, Holiday Processing Options, settings for Separate Payment, Apply Netting, and Hold Payment from the Remit Supplier Location to the new payment schedule re-issued on voucher when a void/stopped payment with the cancel action *Re-Open Voucher(s)/Reissue* is posted again. The effective date for Remit Supplier Location is based on the latest effective date as of Current Date and < = Payment Cancel Date. Allows defaulting of remit address if no changes in the remit location for the supplier. Allows defaulting of Bank Account Sequence Number for payment method ACH/EFT/WIR. The defaulting is applicable for void/stopped ACH/EFT/WIR/CHCK/MAN payments and will work only when *Re-Open Voucher(s)/Re-Issue Payment(s) defaults from the Remit Supplier Location* option is selected on the Installation Options - Payables page. For more information, see Application Fundamentals: Installation Options - Payables Page. *Re-Open Voucher(s)/Put on Hold:* Use to reopen the scheduled payments, but places the reopened scheduled payments on hold for your review. Select this option if you need to perform additional investigation or revise voucher information before proceeding with payment. A pay cycle process does not select the scheduled payments until the hold is removed on the Payments page of the Voucher component. If you select this value, you must also select a reason code in the **Hold Reason** field. *Do Not Reissue/Close Liability:* Use to cancel the payment and close any liabilities associated with it. The amount of the liability to close is calculated as the amount of unpaid liability remaining. The system takes into account

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Field or Control	Description
	whether the business unit is accounting at gross or net. The Payment Posting process identifies the voucher as process manual close, and the amount of the outstanding liability is reversed the next time the Voucher Posting process runs. See Understanding Payment Cancellation With Associated Liabilities.
Cancel Reason	Specify a cancel reason for payment cancellations.
Hold Reason	Specify a hold reason for payment cancellations placed on hold. The system defaults this hold reason onto the cancelled payment's new payment schedule. Select from the following: *Accounting*, *Amount*, *Cntrct Ret* (contract return), *Goods*, *IPAC* (Intra-Governmental Payment and Collection System), *Other*, *Quantity*, and *Wthd hold* (withholding hold).
Return Reason Code	Select a return reason code. This field is available only if the bank account is listed on the PIR Definition page. See PIR Definition Page
Description	Enter comments or an explanation for the cancellation.
Document Sequencing	If you have document sequencing enabled, click the **Document Sequence** link to access the Document Sequence page, where you can change the payment document type.

Related Topics

- Understanding Draft Processing
  This section discusses:
- Payment Cancellation
  PeopleSoft Payables provides two methods for cancelling payments:

Escheating Individual Payments

This section discusses how to escheat a payment.

Page Used to Escheat Individual Payments

Page Name	Definition Name	Usage
Payment Escheatment Page	PYMNT_ESCHEAT	Escheat payments.

Related Topics

- Cancelling and Escheating Multiple Payments
  This section provides an overview of mass payment cancellation and escheatment processing.

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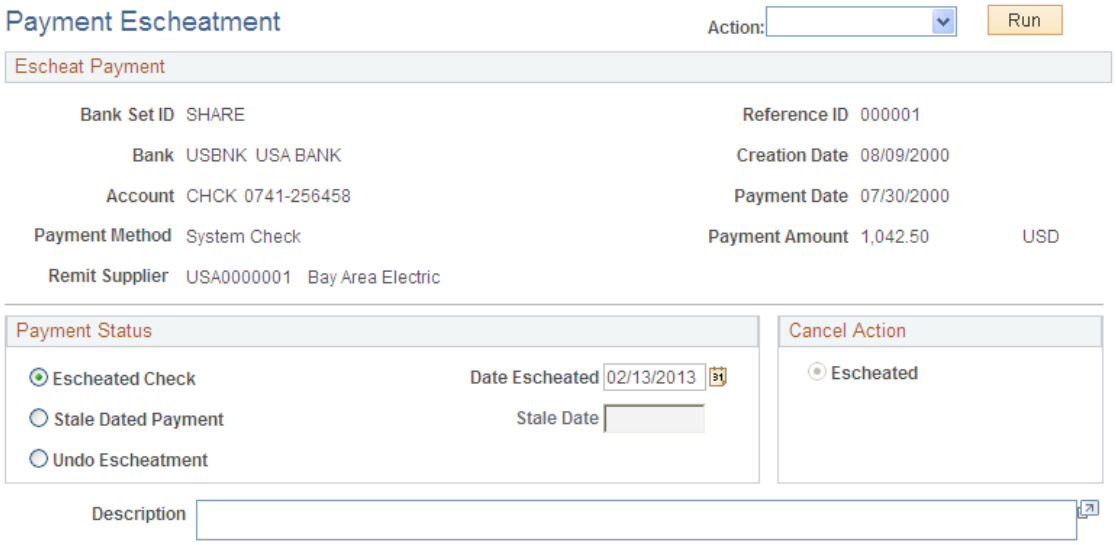
Payment Escheatment Page

Use the Payment Escheatment page (PYMNT_ESCHEAT) to escheat payments.

Navigation:

Accounts Payable, and then **Payments**, and then **Cancel/Void Payments**, and then **Escheat Payment**, and then **Payment Escheatment**

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



Field or Control	Description
Action	Select to run one of the following on-demand processes after you have marked and saved the escheatment. This creates the necessary reversal accounting entries. • *1. Payment Post*: Selecting this option runs only the Payment Posting process. • *2. Journal Generate:* Selecting this option runs the Payment Posting process and then the Journal Generator process. See Payment Escheatment.

Payment Status

Field or Control	Description
Escheated	Select to classify the payment as escheated. The **Date Escheated** field becomes available for entry.
Stale Dated Payment	Select to classify the payment as stale-dated. The **Stale Date** field becomes available for entry.

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Field or Control	Description
Undo Escheatment	Select to remove the escheatment classification.

Cancel Action

Field or Control	Description
Escheated	When you select **Escheated** in the **Payment Status** group box, the system selects the **Escheated** option in the **Cancel Action** group box. The Payment Posting process creates accounting entries that reverse the cash entries to an escheatment liability account, which you predefine on the Accounting Entry template. **Note:** The system uses the escheatment date to compare to the effective date of the Accounting Entry template and then selects the active template.

Cancelling and Escheating Multiple Payments

This section provides an overview of mass payment cancellation and escheatment processing.

Pages Used to Cancel and Escheat Multiple Payments

Page Name	Definition Name	Usage
Mass Payment Cancellation Page	AP_PMT_MASS_CNL	Search for multiple payments for mass payment cancellation and select the maintenance operation you want to perform: *Cancel, Escheat/Stale-date, Undo Cancel,* or *Undo Escheat/Stale-date.*
Mass Cancellation Job Page	AP_PMTMASS_RUN	View the job details, errors, and search criteria for a specific mass payment cancellation request.
Mass Cancellation Error Page	AP_PMTMASS_ERR	View error details associated with a mass payment cancellation job. See Mass Cancellation Job Page

Understanding Mass Payment Cancellation and Escheatment Processing

The Mass Payment Cancellation component enables you to search for multiple payments and then cancel, escheat or stale-date, or undo those actions.

Performing mass payment cancellation is a two step process:

1. Define search criteria and specify the mass operation.

   Click the **Search** button to retrieve the results of your search.

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2. Specify additional information about the mass operation and exclude specific payments from processing.

   Enter an action and click the **Run** button to initiate the on-demand process or the Mass Cancellation Application Engine process (AP_MASSPMTCN).

> **Note**
>
> To cancel and escheat multiple payments using the Mass Payment Cancellation component, you need to add the Mass Payment Cancellation v1 source transaction (APMASSCNL) for specific users on the User Preference - Process Group page. You also need to specify the Mass Cancellation process group (APPMTCNL1), and optionally, the Cancel, Payment Post process group (APPMTCNL2) for the Mass Payment Cancellation v1 source transaction. This is required even if you do not enable on-demand processing.
>
> If you enable on-demand processing, additional source transactions and process groups are available to set up for the Mass Payment Cancellation component.

This section discusses:

- Update actions.
- Process validations.

Update Actions

During the Mass Cancellation process, the system validates selected payments, updates the status, creates errors, and updates the payment and related tables. The following table lists the update actions for each mass operation:

Payment Status (PYMNT_STATUS)	Status Fields (PAYMENT_TBL)
S (stop)	• CASH_CLEARED_FLG = *Y*. • CASH_CLEARED_DT = cancel date. • CANCEL_POST_STATUS = *W* – pending.
V (void)	• RECON_TYPE = *V*. • RECON_STATUS = *REC*. • CASH_CLEARED_FLG = *Y*. • CASH_CLEARED_DT = cancel date. • CANCEL_POST_STATUS = *W* – pending.
L (stale-dated)	• ESCHEAT_DT = escheated date. • CANCEL_DT = null. • CANCEL_POST_STATUS = *N*.
W (escheated)	• ESCHEAT_DT = current date. • CANCEL_DT = escheated date. • CASH_CLEARED_FLG = *Y*. • CASH_CLEARED_DT = cancel date. • CANCEL_POST_STATUS = *W* – pending. • RECON_TYPE = *V*. • RECON_STATUS = *REC*.

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Payment Status (PYMNT_STATUS)	Status Fields (PAYMENT_TBL)
P (undo escheat)	• PYMNT_STATUS = *P*. • CANCEL_ACTION = *N*. • CANCEL_POST_STATUS = *N*. • CASH_CLEARED_FLG = *N*. • CASH_CLEARED_DT = null. • ESCHEATED_DT = null. • CANCEL_DT = null. • RECON_TYPE = *U*. • RECON_STATUS = *UNR*.
U (undo cancel)	• MANUAL_CLOSE_DT = null in VOUCHER table. • PYMNT_STATUS = *P*. • CANCEL_ACTION = *N*. • CANCEL_DT = null. • CANCEL_POST_STATUS = *N*. • RECON_TYPE = *U*. • RECON_STATUS = *UNR*. • CASH_CLEARED_FLG = *N*. • CASH_CLEARED_DT = cancel date.

Process Validations

When an error is found during the Mass Cancellation process, the system updates the temporary table (AP_PMTMASS_TMP3) with a message code that you can view using the Mass Cancellation Error page. The following table lists the validations performed during the Mass Cancellation process:

Mass Operation	Condition	Validation
Cancel	PYMNT_STATUS = Void and CANCEL_ACTION <> Close Liability	Check whether the voucher for this payment can be reopened. The voucher may have already been flagged for closing or has already been closed.
Cancel	PYMNT_STATUS = Void and CANCEL_ACTION = Close Liability	Check whether the withholding payment can be closed. The withholding payment cannot be closed until the corresponding regular payment is canceled or closed.
Cancel	COMMITMENT_CNTL_AP = Y and CANCEL_ACTION = Close Liability	This payment cannot be closed if the payment is associated with a voucher that is related to an active debit memo, adjustment, or reversal voucher.
Cancel	COMMITMENT_CNTL_AP = Y and CANCEL_ACTION = Close Liability and Restore Encumbrance = Y	This payment cannot be closed if the payment is associated to at least one PO voucher that has multiple payment schedules and the scheduled payments have been paid.

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Mass Operation	Condition	Validation
Cancel	PYMNT_STATUS = Void/Stop and CANCEL_ACTION = Close Liability	Check whether the payment includes a voucher that has been matched to a PO. The payment cannot be closed if the voucher is matched to a PO.
Cancel	PYMNT_STATUS = Void/Stop and CANCEL_ACTION = Close Liability	Check whether there is at least one voucher that was converted from a prior release. The payment cannot be closed if the voucher was converted from a prior release.
Undo Cancel	COMMITMENT_CNTL_AP = Y	Cannot undo cancel if the payment is associated to a PO voucher that was closed.
Cancel or *Escheat/Stale-date*	PYMNT_STATUS = Void/ Escheated	If Allow if Withholding Exists check box is not selected, check whether payment has associated withholding paid payment. The payment cannot be escheated if it is associated with a paid withholding payment.
Cancel or *Escheat/Stale-date*	PYMNT_STATUS = Void/ Escheated	If Allow Withholding is disabled, check whether payment has associated withholding payment where PYMNT_SELCT_STATUS is unpaid or cancelled. The payment cannot be escheated if it is associated with an unpaid or cancelled withholding payment.

Mass Payment Cancellation Page

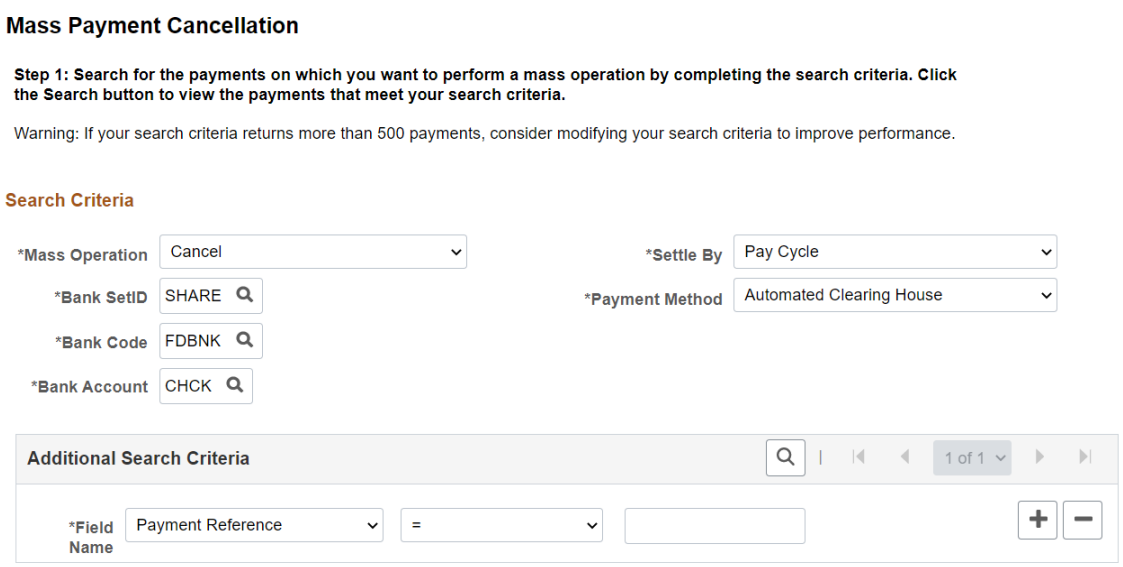
Use the Mass Payment Cancellation page (AP_PMT_MASS_CNL) to search for multiple payments for mass payment cancellation and select the maintenance operation you want to perform: Cancel, Escheat/Stale-date, Undo Cancel, or Undo Escheat/Stale-date.

Navigation:

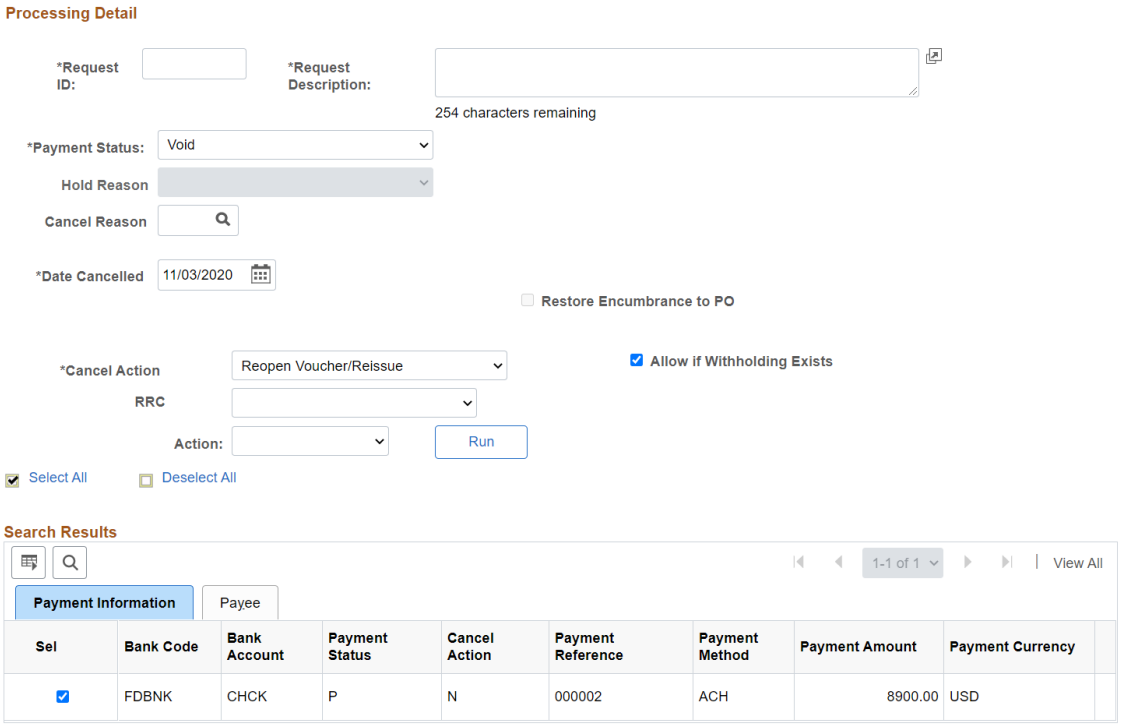
Accounts Payable, and then **Payments**, and then **Cancel/Void Payments**, and then **Mass Payment Cancellation**, and then **Mass Payment Cancellation**

This example illustrates the fields and controls on the Mass Payment Cancellation page - Step 1. You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the Mass Payment Cancellation page - Step 2. You can find definitions for the fields and controls later on this page.



Search Criteria

All fields in the **Search Criteria** group box are required fields. You must enter at least one field name and value as additional search criteria.

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Field or Control	Description
Mass Operation	Select the processing option you want to perform: *Cancel, Escheat/Stale-date, Undo Cancel,* or *Undo Escheat/Stale-date.* **Note:** After posting, you cannot undo the cancellation or escheatment.
Settle By	Select the settle through method, either *Financial Gateway* or *Pay Cycle. Pay Cycle* appears as the default. **Note:** If you select *Financial Gateway,* during the Mass Payment Cancellation process, the system creates and sends a message to the PeopleSoft Financial Gateway. Once the system receives a response from the PeopleSoft Financial Gateway, the search results are displayed in Payment Inquiry.
Bank SetID, Payment Method, Bank Code, and **Bank Account**	Enter bank information and a payment method to further narrow your selection.
Field Name	Select at least one field name and value. You may select more than one field name to use in your search criteria. *Payment Reference* appears as default. When you select *Payment Reference,* you can define multiple values and multiple ranges. The system joins these fields by the *or* condition. For example, you can define *Payment Reference = 100000,* or *Payment Reference = 200000,* or *Payment Reference between 300000* and *400000.* The system retrieves all payments that meet that criteria. When you select *Pay Cycle* and value, the system requires that you select a *Pay Cycle Sequence Number* and value as well. When you select other available field names, define a single value or single range of values for that field name. When you select the other fields, they are joined by the *and* condition. For example, you define *Pay Cycle = Weekly,* and *Pay Cycle Sequence Number = 001,* and *Payment Reference = 100000,* or *Payment Reference = 200000.* The system retrieves the payment references 100000 and 200000 generated from the Weekly pay cycle with a pay cycle sequence number of 001.

Processing Detail - Common Fields

The fields appearing in this group box are dependent upon the mass operation you selected in the Search Criteria group box. These fields are common to all mass operations.

Field or Control	Description
Request ID and **Request Description**	Specify a request ID and a description. The system uses these IDs to track each process request. This field is required and displays for all mass operations.

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Field or Control	Description
Document Sequencing	Click to access the Document Sequence page to override the default document type and enter a document sequence number, if applicable. This link appears only if document sequencing is enabled.
Action	Select to run one of the following on-demand processes: • *1. Mass Cancel*: Selecting this option runs the Mass Cancellation process. This is the only process available if you select the *Undo Cancel* as the mass operation. **Note:** This is the only action that appears if you do not use on-demand processing. • *2. Payment Post*: Selecting this option runs the Mass Cancellation process followed by the Payment Posting process. • *3. Voucher Post:* Selecting this option runs three processes: first, the Mass Cancellation process, followed by the Payment Posting process, and then the Voucher Posting process. This process is available when you select the *Cancel* mass operation and the *Do not reissue/Close Liability* cancel action.

Processing Detail - Cancel Mass Operation

These fields are displayed in addition to the common fields when you select *Cancel* as the mass operation. These fields are similar to fields displayed on the Cancel Payment page.

See Cancel Payment Page.

Field or Control	Description
Payment Status	Select a payment status of *Stop* or *Void. Void* appears as the default.
Date Cancelled	Enter a date to cancel the payments. Today's date appears as default.
Hold Reason	Specify a hold reason for payment cancellations placed on hold. This field is available only when the cancel action is *Reopen Voucher/Put on Hold.*
Cancel Reason	Specify a cancel reason for payment cancellations.
Cancel Action	Select a cancel action that includes: *Do not reissue/Close Liability.* *Reopen Voucher/Put on Hold.* *Reopen Voucher/Reissue.*
RRC	Select a return reason code. This field is available only if the bank account is listed on the PIR Definition page. See PIR Definition Page

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Field or Control	Description
Restore Encumbrance to PO	Select to restore the PO encumbrance and close the voucher liability. If the check box is not selected, only the voucher liability is closed. This check box is selected by default and is only applicable when the cancel action is *Do not reissue/Close Liability* and you use Commitment Control.
Allow if Withholding Exists	Select to cancel selected payments for vouchers that are subject to withholding. The payment to the withholding agency is not canceled unless it is included in the search results based on your search criteria. This check box is selected by default. If the check box is not selected, the system creates an error for the selected payments for vouchers that are subject to withholding. The payment to the withholding agency is canceled if it is included in the search results based on your search criteria. **Note:** The check box is not applicable if you only report withholding information.

Processing Detail - Escheat/Stale-date Mass Operation

These fields are displayed in addition to the common fields when you select *Escheat/Stale-date* as the mass operation. These fields are similar to fields displayed on the Payment Escheatment page.

See Payment Escheatment Page.

Field or Control	Description
Payment Status	Select a payment status of *Escheated* or *Stale*. *Escheated* appears as the default.
Escheat Date	Enter a date to escheat the payments. Today's date appears as default. This field is required if you select *Escheated* as the payment status.
Stale Date	Enter a date to stale-date the payments. Today's date appears as default. This field is required if you select *Stale* as the payment status.

> **Note**
>
> To perform cancellations from a Stale status to an Escheat status, use the Payment Escheatment component.

Processing Detail - Undo Mass Operations

No additional fields are displayed for the *Undo Cancel* or the *Undo Escheat/Stale-date* mass operation. The system validates the common fields when you click the **Run** button.

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Mass Cancellation Job Page

Use the Mass Cancellation Job page (AP_PMTMASS_RUN) to view the job details, errors, and search criteria for a specific mass payment cancellation request.

Navigation:

Accounts Payable, and then **Payments**, and then **Cancel/Void Payments**, and then **Review Mass Cancellation**, and then **Mass Cancellation Job**

The Mass Cancellation Job page displays job details and search criteria used for the mass cancellation job.

When you perform a mass operation, search results are saved in the temporary table (AP_PMTMASS_TMP3) and displayed on this page. For performance reasons, the search results, or job details, are deleted from the table and this page when you run the next mass operation search with a date greater than the process date. For example, if you run multiple searches on one day, all jobs display on this page until you run another search on another day. Then only that job appears on this page, the prior jobs are deleted.

Field or Control	Description
Error Count	Click a link to access the Mass Cancellation Error page to view the error details associated with a specific mass cancellation job. **Note:** Use the Cancel Payment page or the Payment Escheatment page to individually handle errors listed on the Mass Cancellation Error page.

To access the Mass Cancellation Error page, click a link in the **Error Count** column on the Mass Cancellation Job page.

Forecasting Payments

Pages Used to Forecast Payments

Page Name	Definition Name	Usage
Forecast Cycle Page	PYFRCST_CYCLE	Define forecast cycles that determine the universe of scheduled payments that can be selected for a payment forecast.
Forecast by Bank Account Page	PYFRCST_BANK	Review payment forecasts by bank. Review summarized amounts for each period in your forecast cycle. If a category does not appear, no payments are scheduled for that period.
Reset Forecast Cycle Page	PYFRCST_DELETE	Reset the forecast cycle and adjust the parameters to review various what-if scenarios.

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Page Name	Definition Name	Usage
Forecast Report Request Page	PYFRCST_RQST	Define run parameters for the Payment Forecast report (APY2040). Use the report to examine your payment forecasts. See Reset Forecast Cycle Page

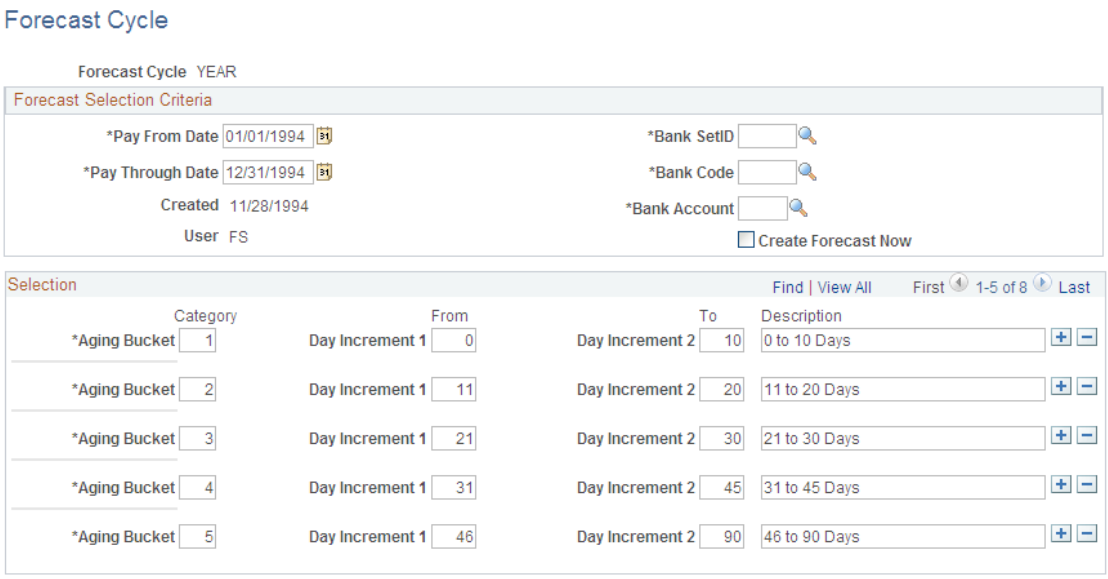
Forecast Cycle Page

Use the Forecast Cycle page (PYFRCST_CYCLE) to define forecast cycles that determine the universe of scheduled payments that can be selected for a payment forecast.

Navigation:

Accounts Payable, and then **Reports**, and then **Forecast**, and then **Forecast Cycle**

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



Forecast Selection Criteria

Field or Control	Description
Pay From Date	Enter the beginning date for your forecast cycle. All payment schedules pay dates equal to or greater than the pay from date are included in your forecast.
Pay Through Date	Enter the ending date for your forecast cycle. All payment schedules with a scheduled pay date equal to or less than the pay through date are included in your forecast.

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Field or Control	Description
Created	Displays the date for the last time that this forecast cycle was processed.
User	Displays the user ID of the user who ran this forecast cycle the last time that it was processed.
Bank SetID	Enter your bank SetID, bank code, and bank account number.
Create Forecast Now	Initiates the Payment Forecast process. The system evaluates your unpaid payment schedules and summarizes the data for your review on the Forecast by Bank Account page.

Selection

Field or Control	Description
Category	Defines the time interval in which the forecast results can be viewed and reported upon. Your categories can be of different lengths. For example, the forecast calendar could start on a daily basis for two weeks, continue to a weekly basis for eight weeks, and then switch to a monthly basis for the next twelve months.
From	Enter the first day for the time span and the last in the **To** field. Subsequent intervals build upon each other.

Forecast by Bank Account Page

Use the Forecast by Bank Account page (PYFRCST_BANK) to review payment forecasts by bank.

Review summarized amounts for each period in your forecast cycle. If a category does not appear, no payments are scheduled for that period.

Navigation:

Accounts Payable, and then **Reports**, and then **Forecast**, and then **Forecast by Bank Account**

Field or Control	Description
Forecast Cycle	Displays the name of the forecast cycle.
Bank SetID	Displays the SetID associated with the bank code and account that has payments scheduled within the forecast cycle timeframe.
Bank Code	Displays the bank code associated with the bank account that has payments scheduled within the forecast cycle timeframe.
Bank Account	Displays the bank account that has payments scheduled within the forecast cycle timeframe.

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Field or Control	Description
Created By	Displays the user name who ran this forecast cycle the last time the forecast cycle was processed.
Created	Displays the date that the forecast cycle was created.
Pay From Date	Displays the beginning date for your forecast cycle.
Pay Through Date	Displays the ending date for the forecast cycle.

Forecast by Period

Field or Control	Description
From	Displays the date associated with the first day for the time span.
Through	Displays the date associated with the last day for the time span.
Amount	Displays the total amount for the scheduled payments due within the date range listed. The currency for the scheduled amount also appears.
Scheduled Payments	Displays number of scheduled payments that are due within the date range listed.

Reset Forecast Cycle Page

Use the Reset Forecast Cycle page (PYFRCST_DELETE) to reset the forecast cycle and adjust the parameters to review various what-if scenarios.

Navigation:

Accounts Payable, and then **Reports**, and then **Forecast**, and then **Reset Forecast Cycle**

Field or Control	Description
Payment Forecast Cycle	Displays the name of the payment forecast cycle.
Do Not Delete	Ensures that if you click **Save,** nothing related to the forecast cycle definition that you created is deleted.
Delete Forecast Results Only	Erases the results of a forecast, so that you can run it again.
Delete Both Results and Cycle	Deletes the results and the definition of the forecast cycle.

Performing the Bank Transfer Charge Process

This section discusses how to perform bank transfer charge autodeduction.

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Pages Used to Perform the Bank Transfer Charge Process

Page Name	Definition Name	Usage
Bank Transfer Charge Inquiry Page	BCH_BNKCHRG_INQ	View bank transfer charges that have been deducted from the prepayment. All search fields are required.
EFT Remittance Advice Letter Page	RUN_FIN2027	Define run parameters for the EFT Remittance Advice letter (FIN2028) or the EFT Bank Advice letter (FIN2027). Use the report to review selected EFT remittance. If you install the bank transfer charge option, the system adds two new fields for information related to bank transfer charges to this report. See Bank Transfer Charge Inquiry Page
Process Bank Charges Page	BCH_RUN_1000	Define run parameters for the Bank Transfer Charge Detail report (BCH1000). Use the report to review a list of all EFT payments processed in a specified period of time shown with bank charge information. This report supports GENX only. See Bank Transfer Charge Inquiry Page

Bank Transfer Charge Inquiry Page

Use the Bank Transfer Charge Inquiry page (BCH_BNKCHRG_INQ) to view bank transfer charges that have been deducted from the prepayment.

All search fields are required.

Navigation:

Accounts Payable, and then **Review Accounts Payable Info**, and then **Payments**, and then **AP Bank Transfer Charge**, and then **Bank Transfer Charge Inquiry**

This page displays payment information according to the search criteria that you enter. Only the payments for which bank transfer charges were deducted appear in the **Payment Data** group box.

Search Criteria

All of these search fields are required.

Field or Control	Description
SetID	Enter bank SetID.

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Field or Control	Description
Bank Code	Enter bank code of payment bank.
Bank Account	Enter bank account of payment bank.
Currency	Enter currency code of the transaction.
From Date and **Thru Date**	Enter date range of the payment dates.

Payment Data

Field or Control	Description
Remit SetID	Displays SetID of remit to supplier.
Remit Supplier	Displays supplier ID of the supplier to whom the payment was transferred.
Location	Displays supplier location of remit supplier.
Payment Amount	Displays actual payment amount transferred to the remit supplier.
Bank Charge	Displays amount of bank transfer charge deducted.
Post Status	Displays the posting status of the payment. Options include: *N:* Not posted. *U:* Unposted. *P:* Posted.

To access the EFT Remittance Advice Letter page, use the navigation: **Accounts Payable**, and then **Reports**, and then **Payments**, and then **EFT Remittance Advice Detail**

To access the Process Bank Charges page, use the navigation: **Accounts Payable**, and then **Reports**, and then **Payments**, and then **Bank Transfer Charge Detail**, and then **Process Bank Charges**

Processing Reschedule Payments

Pages Used to Process Reschedule Payments

Page Name	Definition Name	Usage
Reschedule Payments Request Page	SMT_SPLIT_REQ	Set parameters for and run the Reschedule Payments Application Engine process (AP_SMT_SEL).
Reschedule Payments Error Page	SMT_ERROR_PNL	Inquire about errors during the Reschedule Payments process.
Cancel Reschedule Payments Page	SMT_CANCEL_PNL	Cancel reschedule payments processing.

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Reschedule Payments Request Page

Use the Reschedule Payments Request page (SMT_SPLIT_REQ) to set parameters for and run the Reschedule Payments Application Engine process (AP_SMT_SEL).

Navigation:

Accounts Payable, and then **Payments**, and then **Pay Cycle Processing**, and then **Reschedule Payment Request**

The system displays the run control ID that you entered to access the page.

Field or Control	Description
Due Date From and **Date To**	Select the terms of the due date on vouchers to be processed. The Reschedule Payments process summarizes the amount of vouchers with due dates between these dates.
Base Date	Specify the base date used by the Reschedule Payments process. The system recalculates the due date and scheduled pay date of schedule payments based on this date. Reschedule payments refers to a condition in which the base date is between the basis from day and the basis to day as defined in the **Reschedule ID Control** group box on the Reschedule Payments page.
Business Unit	Specify the business unit to be processed by the Reschedule Payments process.
SetID, Bank Code, and **Bank Account**	Specify the SetID, code, and account of vouchers to be processed by the Reschedule Payments process.

The Reschedule Payments process processes only those vouchers that meet the following conditions:

Page	Condition
Identifying Information	The **Withholding** check box is deselected.
Payables Options	A **Reschedule ID** is specified in the **Additional Payment Information** group box.
Invoice Information	The **Voucher Style** must be: *Adjustments, Regular,* or *Register Voucher.* The Reschedule Payments process does *not* process the following voucher styles: *Journal Voucher, Prepaid Voucher, Third Party Voucher,* and *Template Voucher.*
• Invoice Information • Payments	The currency code on the Invoice Information page and the payment gross amount currency on the Payments page must be the same. The Reschedule Payments process does not process vouchers if different currency codes are specified in these fields.

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Page	Condition
Payments	• There is no discount amount for the voucher. The Reschedule Payments process does not process vouchers with discount amounts. • A netting status of *N* (not applicable), or a netting status of *S* (selected), if the payments for these vouchers are netting balance. Vouchers that are not netting balance are not processed even if the netting status is *S*. • The **Hold Payment** check box is deselected. • The **Separate Payment** check box is deselected.
Draft Maturity Dates	The **Group Code** field is deselected. **Note:** This condition is only applicable when the payment method is a draft type. When the method is a draft type, a **Draft** link appears in the **Payment Methods** group box on the Payments page.

> **Note**
>
> The Reschedule Payments process in PeopleSoft Payables does not process vouchers that are selected for payment.

Reschedule Payments Error Page

Use the Reschedule Payments Error page (SMT_ERROR_PNL) to inquire about errors during the Reschedule Payments process.

Navigation:

Accounts Payable, and then **Payments**, and then **Pay Cycle Exceptions**, and then **Reschedule Payment Error**

After running the Reschedule Payments process, check the status of the process in PeopleSoft Process Monitor. If you find any errors there, use the Reschedule Payments Error page to inquire about the errors. You must correct any errors.

> **Note**
>
> The system does not complete the process for vouchers with errors. After you correct the errors, run the process again.

To inquire about errors in the Reschedule Payments process:

1. Enter the run control ID that you used when you ran the process, then click the **Search** button.

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2. Error messages appear in the **Search Results** group box for the process with that run control ID.
3. To narrow the search results, enter specific values in the **Process Instance, Request Date From,** and **To Date** fields, and click the **Search** button.

Search Results

The page displays information about the vouchers for the run control ID that you enter. The following error statuses can appear in the **Status** column:

Status	Descriptions
Invalid Bank Account SEQ NBR not Found	If there is an error in bank account information, this status appears. Make sure that there are no inconsistencies in the bank account information.
Invalid Reschedule ID	If the reschedule ID is invalid, this status appears. Check that the effective date of the reschedule ID is not in the future compared to the base date on the Reschedule Payments Request page.
Invalid Payment Method	If the payment method is invalid, this status appears. Check that the payment method defined on the Reschedule Payments page is in the bank account of the remit supplier.
Invalid Draft Sight Code	If the sight code is invalid, this status appears. Check that the effective date of the sight code is not in the future compared to the base date on the Reschedule Payments Request page.
Invalid Term Code	If the term code is invalid, this status appears. Check that the effective date of the terms code on the Reschedule Payments page is not in the future compared to the base date on the Reschedule Payments Request page. Make sure that the terms code is not a discount terms code, such as *2D* (2 percent discount in 10 days, net 30).

Cancel Reschedule Payments Page

Use the Cancel Rescheduled Payments page (SMT_CANCEL_PNL) to cancel reschedule payments processing.

Navigation:

Accounts Payable, and then **Payments**, and then **Pay Cycle Processing**, and then **Cancel Rescheduled Payments**

This page enables you to cancel a process that you have already run. Because the Reschedule Payments process groups vouchers together, you can cancel processes by group ID.

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> **Note**
>
> When you cancel processes, the system restores the bank code, bank account, payment method, payment condition, due date, scheduled pay date, draft maturity date, and draft scheduled maturity date to their former settings or values.

To cancel the Reschedule Payments process:

1. Enter the run control ID that you used when you ran the process that you want to cancel. Then click the **Search** button.
2. The system displays the search results for the **Run Control ID** that you entered.
3. To narrow the search results, enter specific values for the bank SetID, bank code, bank account, remit SetID, remit supplier, request a date period, and click the **Search** button.
4. Select the check boxes of groups that you want to cancel.
5. Click **Save** to cancel the process that you specified.

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Running Voucher and Payment Posting

Understanding the Voucher Posting and Payment Posting Processes

The Voucher Posting process creates accounting entries from vouchers. The system uses the accounting entry template and inheritance rules that you set up on the Accounting Entry Template and ChartField Inheritance pages to identify the offset accounts needed to create accounting entries. The entries include the expense distributions entered into the system, as well as additional entries for the payables offset, value-added tax (VAT) expense, nonprorated, nonmerchandise expenses, and closure expenses. These accounting entries are then available for generating general ledger journals, using the Journal Generator Application Engine process (FS_JGEN). Vouchers must be entered, approved, and posted before you can send voucher information to the general ledger.

The Payment Posting process creates accounting entries from payment-related transactions, such as system-created payments, manual payments, drafts, electronic file transfer (EFT) payments, ACH payments, and canceled payments. The Payment Posting process also creates realized gain or loss offsets when a transaction is entered in a different currency than the base currency and the rates have fluctuated between the invoice and payment dates. These accounting entries are then available to the Journal Generator process to pass to your general ledger.

There is a difference between running the Voucher Posting and Payment Posting processes and running the Journal Generator process. Before you can transfer a voucher or payment to the general ledger, it must be associated with accounts. The posting processes create all accounting lines. Voucher accounting lines are created based on the distribution lines from voucher entry. However, proration of nonmerchandise charges result in accounting lines that are different from what was actually entered in the distribution lines.

Here are examples of accounting lines that are created during the posting processes:

- Payables liability account.
- Discount earned.
- Discount lost.
- Late charge.
- Realized gains and losses.
- Use tax liability.
- VAT accounting entries.

The posting processes also assign interunit document sequencing numbers.

To improve system processing time, each posting program calls the InterUnit Processor to function only when the following scenarios exist:

Voucher Posting process:

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- The general ledger unit is different between the voucher distribution level and the voucher header level.
- The balancing ChartField value is different between the expense (DST) and liability (APA) line under the summary control posting option method. (This does not apply to the detail-offset posting option; in that method, balance ChartFields are always inherited.)

Payment Posting process:

- The general ledger business unit is different between the liability (APA) and the cash (CAS/CAC) lines.
- The balancing ChartField value is different between the AP liability (APA) and cash (CAS/CAC) lines.

> **Note**
>
> An exception to this process is when you post using the detail offset posting method. In this method, balance ChartFields are always inherited.

See Posting Method Definition.

If you have selected multibook accounting in the subsystem, the posting processes also post to the secondary ledgers in the default ledger group. If you set up multibook accounting using nontranslate ledgers, then the accounting entries are calculated from the transaction currency. If you are using translate ledgers for your multibook accounting, then the accounting entries are calculated from the base currency of the primary ledger.

After you run the posting processes, vouchers and payments remain in the PeopleSoft Payables subsystem. Run the Journal Generator process to distribute the accounting lines to the general ledger.

Voucher Posting Process

To run the voucher posting process:

1. Create vouchers using the online Voucher component (VCHR_EXPRESS) or Quick Invoice Entry component (VCHR_QUICK_PNL).
2. (Optional) If required, run the Document Tolerance Checking Application Engine process (FS_DOC_TOL) and Budget Processor Application Engine process (FS_BP).
3. (Optional) If required, run the Matching Application Engine process (AP_MATCH) and approve voucher.
4. Define a voucher posting request using the Voucher Posting Request page.
5. Run the Voucher Posting process using Process Scheduler.
6. Evaluate posting results using the Voucher Accounting Entries page.

Payment Posting Process

To run the payment posting process:

1. Create payments using the Pay Cycle Application Engine process (AP_APY2015), the Pay Cycle Manager page, Express Payments page, Create Manual Draft page, Regular Entry - Payments page (record a manual payment), or the Man Pay Worksheet (manual payment worksheet) page.
2. (Optional) Run the Voucher Posting process after running the Pay Cycle process.

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The Voucher Posting process is not required to be run prior to creating payments.

3. Define and verify a payment posting request using the Payment Posting Request page.
4. Run the Payment Posting process using PeopleSoft Process Scheduler.
5. Evaluate the results using the Voucher Accounting Entries page or Supplier Balance page.

Related Topics

- Application Fundamentals: Understanding Journal Generator
- Application Fundamentals: Setting Up and Using Multibook Ledgers
- Multibook in PeopleSoft Payables
  The Multibook feature supports multiple base currencies, each in the form of a ledger, defined for a business unit. Optionally, you can post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (individual ledgers).

Accounting Methods for Nonmerchandise Charges

There are three methods of accounting for nonmerchandise charges, such as freight, sales tax, use tax, and miscellaneous charges:

- Prorate.
- Allocate.
- Expense (non-prorate and non-allocate).

Prorate

If you prorate nonmerchandise amounts, the amounts charged to the distribution lines are added to merchandise amounts on the distribution lines and the total is posted to the distribution ChartFields.

Prorated discounts and late interest charges do not generate separate accounting lines during the Voucher Posting process.

Allocate

If you allocate nonmerchandise amounts, the amounts charged to the distribution lines are posted to the appropriate nonmerchandise accounts from the accounting template, and the other ChartField values are populated based on the inheritance rules. ChartField inheritance is defined at the ledger group level and on the ChartField Inheritance page.

Allocated nonmerchandise amounts generate separate accounting lines during the Voucher Posting process.

Expense (non-prorate and non-allocate)

If you are using Summary Control posting, you have two options for nonprorated charges. You can either expense the charges at the header or allocate them to the distribution lines. Allocate them by selecting the **Allocate** check box on the Non-Merch Charges page in the Procurement Control component (BUS_UNIT_INTFC2). If you expense the charges at the header, the nonmerchandise accounting entry is shown in summary and is charged to the PeopleSoft General Ledger business unit related to the voucher's PeopleSoft Payables business unit. The account and alternate account are derived from the accounting template. The other ChartFields are derived from the ChartField inheritances defined for the SetID associated with the PeopleSoft General Ledger business unit related to the voucher's PeopleSoft Payables business unit.

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If you are using Detail Offset posting, you have only one option for nonprorated charges. You must allocate them. For this reason, the **Allocate** check box is selected and unavailable for entry on the Non-Merch Charges page in the Procurement Control component.

Related Topics

- Procurement Control - Non-Merch Charges Page
  Use the Procurement Control - Non-Merch Charges (procurement control - nonmerchandise charges) page (BUS_UNIT_INTFC3) to define proration, allocation, and expensing options for nonmerchandise charges.

Running the Voucher Posting Process

This section discusses how to define a voucher posting request.

You can post vouchers according to:

- Business unit.
- Origin.
- Control group.
- Contract.
- Voucher.

Page Used to Run the Voucher Posting Process

Page Name	Definition Name	Usage
Voucher Posting Request Page	PST_VCHR_RQST	Define a request for a run of the Voucher Posting Application Engine process (AP_PSTVCHR). You may be required to run the Matching and Budget Processor processes, among others, before running the Voucher Posting process.

Related Topics

- Application Fundamentals: Accounting Entry Template Page
- Application Fundamentals: Understanding Journal Generator

Voucher Posting Request Page

Use the Voucher Posting Request page (PST_VCHR_RQST) to define a request for a run of the Voucher Posting Application Engine process (AP_PSTVCHR).

You may be required to run the Matching and Budget Processor processes, among others, before running the Voucher Posting process.

Navigation:

Accounts Payable, and then **Batch Processes**, and then **Vouchers**, and then **Voucher Posting**, and then **Voucher Posting Request**

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Field or Control	Description
Post Voucher Option	Specify which vouchers to include in the Voucher Posting process. For each value that you select, different fields are available for entry in the grid at the bottom of the page. Regardless of which value you select, the system posts only those vouchers that are eligible to post. Values are: *Post All Units:* Post all eligible vouchers for all of the business units in the system. *Post All Vchrs for Closed Pymt:*(post all vouchers for closed payments): Post all eligible vouchers for closed payments. *Post Business Unit:* Enter a business unit to post all eligible vouchers within that payables business unit. *Post Contract:* Enter a business unit and contract ID to post all eligible transactions covered by the contract. *Post Group:* Specify the business unit and control group ID. The control group must be ready to post; otherwise, no vouchers in the group are posted. You can select groups for posting on the Post Control Group page. *Post Origin:* Enter a SetID and origin to post all eligible vouchers from the origin that you specify. *Post Voucher:* Enter a business unit and voucher to post. Multiple vouchers can be selected. **Note:** Vouchers that fall within a closed accounting period will not be listed in the Voucher ID field when the Post Voucher option is selected. Furthermore, the Voucher Posting process will not process any vouchers that fall within a closed accounting period.
Initiate Entry Event Generator	Select this check box to run the Entry Events Application Engine process (FS_EVENTGEN) for the vouchers being posted. This field appears only if you have enabled entry events (as either required or optional) at the installation options level.
Prepayment Application Method	Indicate which supplier the system should use when applying prepaid vouchers to regular vouchers. Values are: *Invoicing Supplier:* The system performs application based on the invoicing supplier of the prepaid and regular voucher. This is the default value. *Remit Supplier:* The system performs application based on the remit supplier of the prepaid and regular voucher.

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Field or Control	Description
Autopilot Run Control	Select this check box to enable this run control ID and settings to use the Autopilot feature. See PeopleSoft General Ledger: Understanding Autopilot.

> **Note**
>
> The exact procedure for running a process on a server depends on the type of server that you are using and your organization's standards. For example, if you are running PeopleSoft Payables in a DB2 environment, you or your mainframe administrator submits JCL to initiate the program. If you do initiate the posting program from the server, the program retrieves its processing options from the Voucher Posting Run Control record that you already set up in the online pages.

Related Topics

- Post Control Group Page
  Use the Post Control Group page (GRP_AP_POST) to view a list of all the control groups that are postable for a particular business unit.

Running the Payment Posting Process

You can post payments by Bank account, Payment method, and Individual payment.

This section discusses how to create payment accounting entries.

Page Used to Run the Payment Posting Process

Page Name	Definition Name	Usage
Payment Posting Request Page	PST_PYMNT_RQST	Create payment accounting entries by running the Payment Posting Application Engine process (AP_PSTPYMNT). You may be required to run the Matching and Budget Processor processes, among others, before running the Payment Posting process. You must also pay vouchers before you can post payments.

Payment Posting Request Page

Use the Payment Posting Request page (PST_PYMNT_RQST) to create payment accounting entries by running the Payment Posting Application Engine process (AP_PSTPYMNT).

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You may be required to run the Matching and Budget Processor processes, among others, before running the Payment Posting process. You must also pay vouchers before you can post payments.

Navigation:

Accounts Payable, and then **Batch Processes**, and then **Payment**, and then **Payment Posting**, and then **Payment Posting Request**

Field or Control	Description
Post Payment Option	Specify which payments to include in the Payment Posting process. For each value that you select, different entry fields appear for you to complete. The system saves these settings with the run control ID: *Post All Banks:* Posts all eligible payments that belong to any of the bank accounts in the system. Because you are posting payments for all banks, the **Post Payment List** group box shows no data. *Post Bank Account:* Posts all eligible payments for the specified bank account. The **SetID, Bank Code,** and **Bank Account** fields become available for entry. *Post Payment:* Posts only the payment that you specify. The **SetID, Bank Code, Bank Account, Payment Method,** and **Payment Reference** fields become available for entry. *Post Payment Method:* Posts all payments using the specified payment method for the bank account that you enter. The **SetID, Bank Code, Bank Account,** and **Payment Method** fields become available for entry.

> **Note**
>
> Regardless of the option that you select when the Payment Posting process runs, it posts only those payments that are eligible to post. Therefore, if you choose to post payments for a specific bank account, and you have entered a manual payment on that account that has not yet been applied to one or more vouchers, the system does not post that payment.

Related Topics

- Reviewing Posted Accounting Entries
- PeopleSoft Payables Accounting Entries
  The following accounting entry examples are based upon certain assumptions:

Running the Load Payments to AR Staging Request

You can establish an internal netting bank account that can be used for interunit transactions which originate from Billing. Only vouchers that have been paid and are using an internal netting bank account are staged and reported to AR once the payment has been made. If you

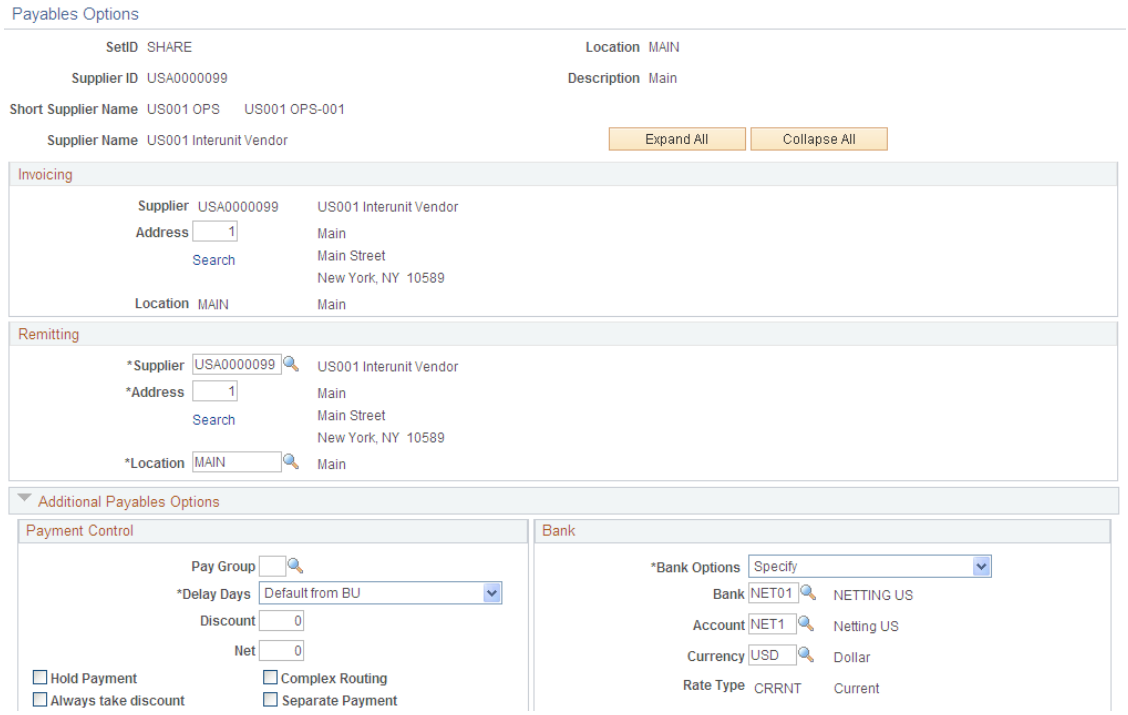
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choose to utilize an external bank account for interunit Bills, AP will not stage this data to AR as the normal banking system reports the payment to AR.

Select a netting bank account from the Supplier - Payables Options page. Click the location tab on the Supplier page and then the Payables link to view the Payables Options page. The netting bank is displayed in the prompt only if the remit to supplier value is an interunit supplier. Similar to the Supplier page, the netting bank is displayed on the Voucher - Payments page. For more information, see Voucher - Payments Page

You can select or change the netting bank account for the schedule payments for any voucher that has an interunit supplier and Billing as source.

This example illustrates the fields and controls on the Payables Options - Netting Bank.



For vouchers that originated from Billing and Bank is an Interunit bank, the payment method is set to CHK by voucher build process. The Payment term is set to Due Now on the Invoice Information page. Also the Automatically Apply Prepayment option and the Matching option must be set to N on the Voucher Attributes page. For more information, see Completing Voucher Attributes

Setup pay cycle to select Netting bank accounts to select those voucher schedule payments that originated from Billing.

Pay cycle process creates the payments and sets the INTERUNIT_PYMNT_FLG to Y when source is Billing, supplier is an Interunit supplier, and bank is a Netting bank. This flag is used for identifying interunit payments in other processes, like print check query. For more information, see Creating, Updating, and Reusing Pay Cycles

Prepayment is not applied to the payments as the Automatically Apply Prepayment is set to N in the voucher build process. Physical checks are not created after the pay cycle run. Print Check is marked as Complete after the pay cycle creates the payment process.

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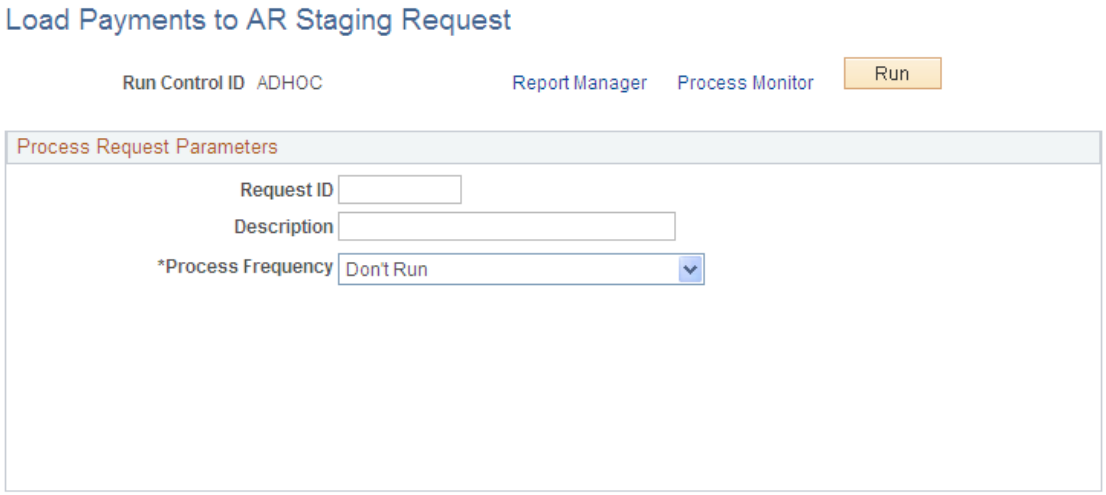
Load Payments to AR Staging Request Page

Use the Load Payments to AR Staging Request page (LOAD_AR_STG_RQST) to select AP payments that have been paid and posted but not yet sent to AR by running the Load AR Staging Tables Application Engine process (AP_LD_AR_STG).

Navigation:

Accounts Payable, and then **Batch Processes**, and then **Payment**, and then **Load Payments to AR Staging**

This example illustrates the fields and controls on the Load Payments to AR Staging Request page.



Load AR Staging will select only those payments that have been paid and posted, and payments that have not been loaded to AR. During the run control process, the system calls the Application Engine process and populate the AR staging tables according to the agreements set up in AR.

A payment passed to AR staging cannot be cancelled. An error message is displayed if you try to cancel a payment already passed to AR. For more information, see Payment Cancellation

Running the Cash Clearing Process

This section provides an overview of the cash clearing process in PeopleSoft Payables and discusses how to enter cash clearing requests.

Page Used to Enter a Cash Clearing Request

Page Name	Definition Name	Usage
Cash Clearing Request Page	CASH_CLRG_REQUEST	Define a request for a run of the Cash Clearing Application Engine process (AP_APCSHCLR).

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Understanding the Cash Clearing Process in PeopleSoft Payables

The Cash Clearing process creates accounting entries to record the actual settlement or clearing of payment transactions at the bank of issue. It creates the entries based on payments that have cleared the bank and been reconciled as cleared by the bank reconciliation process. The system does not create cash clearing accounting entries for unreconciled payments.

The Cash Clearing process enables you to track amounts that have actually cleared your bank versus amounts still floating in the banking system. The more often you reconcile payment information from your bank, the more accurate your cash account balances.

To use this process, you need a bank account for which:

- The cash clearing option has been selected.
- Account ChartFields exist for both a cash account and a cash-clearing control account.

  The account types that you define on the External Accounts page are Cash - AP (cash accounts payable) and Cntrl - AP (control accounts payable), respectively.

It is advisable to have a PeopleSoft General Ledger business unit that is used in voucher and payment entry, with a PeopleSoft Payables Journal Template for cash clearing account defined. Although this is not a strict processing requirement, it helps to identify the cash clearing accounting entries and guarantees their uniqueness from other transaction accounting entries.

The Cash Clearing process creates accounting entries for each scheduled payment that has been paid, reconciled, and cleared for bank accounts eligible for cash clearing. These accounting entries are then available to the Journal Generator process to pass to the general ledger.

Cash Clearing Accounting Examples

Cash clearing accounting for payments is a two-step process.

1. It focuses on the use of a special cash-clearing control account to help provide an accurate cash-on-hand balance by including the effect of payment transactions that have been issued, but have not yet cleared the bank.
2. When the payment is issued and posted, the accounts payable liability account is debited, and the cash clearing control account (as opposed to the actual cash account) is credited for the payment amount.

This table lists payment posting accounting entries:

ChartField	Debit	Credit
Accounts Payable	999	
Cash Clearing		999

Later, when the cash clearing request is processed, a pair of balanced accounting entries is created to clear the net cash amount of the issued payment for each payment that has been reconciled.

This table lists cash clearing accounting entries:

ChartField	Debit	Credit
Cash Clearing	999	

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ChartField	Debit	Credit
Cash		999

To determine the actual cash balance, add any debit or credit residue in the cash clearing control account from payment or deposit amounts that have not yet been cleared to the cash account balance.

Cash Clearing Request Page

Use the Cash Clearing Request page (CASH_CLRG_REQUEST) to define a request for a run of the Cash Clearing Application Engine process (AP_APCSHCLR).

Navigation:

Accounts Payable, and then **Batch Processes**, and then **Payment**, and then **Cash Clearing**, and then **Cash Clearing Request**

Field or Control	Description
Pay Date Option	Specify which payments to include in the Cash Clearing process: *All Reconciled Payments:* Runs the Cash Clearing process on all payments that you have reconciled. *Clearing Date Range:* Runs the Cash Clearing process on reconciled payments in the clearing date range that you specify. The clearing date is the date that the payment clears the bank. Enter the beginning and ending dates of the clearing date range in the **From** and **To Date** fields. *Payment Date Range:* Runs the Cash Clearing process on reconciled payments based on the payment date range that you specify. The payment date is the date that PeopleSoft Payables created the payment. Enter the beginning and ending dates of the clearing date range in the **From** and **To Date** fields.
Acctg Date Opt (accounting date option)	Specify the accounting date to be used for the cash clearing accounting entries that the system creates: *Use Clearing Bank:* Uses the accounting date that you specified for the bank. *Use Payment Date:* Uses the payment date as the accounting date. *Use Specific Date:* Enables you to specify the accounting date in the **Acctg Date** field.
Initiate Entry Event Generator	Select this check box to run the Entry Events process. This check box appears only if you have made entry events required or optional at the installation options level.

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Bank Account

In the **Bank Account** group box, select the check box for each bank account on which you want to run the Cash Clearing process. For each row, you can view the bank account bank SetID, bank code, bank account, bank account number, and bank account description.

Select at least one bank account for processing.

Reviewing Posted Accounting Entries

Pages Used to Review Posted Accounting Entries

Page Name	Definition Name	Usage
Voucher Accounting Entries Page	VCHR_ACTG_ENTRIES	Review the results of the Voucher Posting Application Engine process (AP_PSTVCHR).
Unbalanced Accounting Entries Page	VCHR_ACCTG_UNBAL	Review any unbalanced accounting entries (including interunit and intraunit setup error vouchers). See Voucher Accounting Entries Page
Drill to Source Page	AP_GL_DRILL	Review the journal detail for a general ledger journal. You can view the journal information by journal line.
Posted Voucher Listing Page	RUN_APY1020	Define run parameters for the Posted Voucher Listing report (APY1020). Use this report to review all posted vouchers for a given business unit and date range. See Voucher Accounting Entries Page

Voucher Accounting Entries Page

Use the Voucher Accounting Entries page (VCHR_ACTG_ENTRIES) to review the results of the Voucher Posting Application Engine process (AP_PSTVCHR).

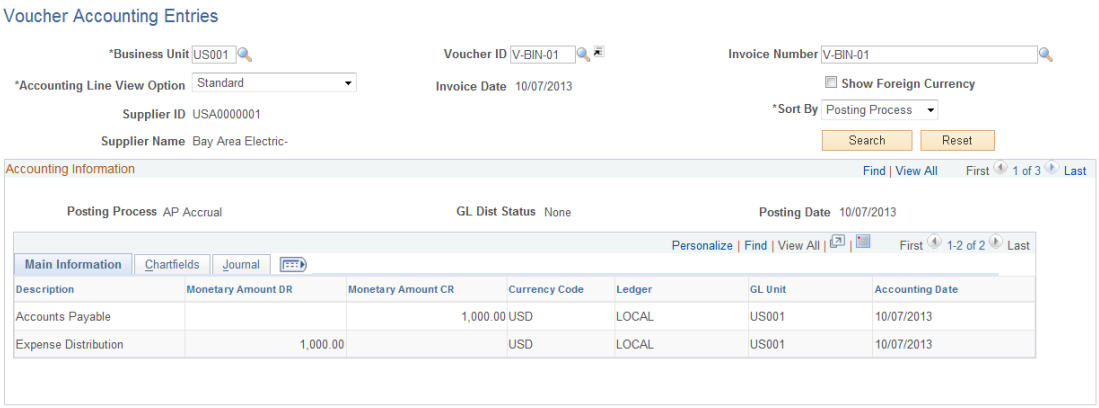
Navigation:

- **Accounts Payable**, and then **Review Accounts Payable Info**, and then **Vouchers**, and then **AP Accounting Entries**, and then **Voucher Accounting Entries**
- **Accounts Payable**, and then **Review Accounts Payable Info**, and then **Vouchers**, and then **Voucher**, and then **Voucher Inquiry**

  Click the **Accounting Entries** button on the Voucher Inquiry page.

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

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> **Note**
>
> Multiple views of this page are available by selecting the tabs in the scroll area.

Common Page Information

Field or Control	Description
Business Unit	Select the business unit for the voucher whose accounting entries you want to review. You must also select a voucher ID or invoice number or the system does not return any data.
Voucher ID	Select the voucher ID of the voucher whose accounting entries you want to review.
	Click the Voucher Inquiry icon to access the Voucher Inquiry page and view information about this voucher.
Invoice Number	Select the invoice number of the voucher whose accounting entries you want to review.
Accounting Line View Option	Displays *Standard* and is the only available value if you have not enabled entry events. If you have enabled entry events, select one of the following values: *Standard:* The system displays nonentry event accounting entries. *Supplemental:* The system displays only entry event accounting entries. *View Both:* The system displays both entry event and nonentry event accounting entries.
Show Foreign Currency	Select to display the foreign currency of the transaction lines in addition to the monetary amount.
Invoice Date	Displays the invoice date, supplier ID, and supplier name of the voucher that your search returns.

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Field or Control	Description
Sort By	Select the option to order the voucher entries by choosing one of the following: • *Accounting Date*. • *Posting Date*. • *Posting Process*. This is the default selection.

Accounting Information

Field or Control	Description
Posting Process	Displays the posting process for the specific entry. **Note:** Each posting process appears on its own view in the **Accounting Information** region. The different views appear as view 1 of 2, view 2 of 2, and so on. To see the accrual, payment, cancel, and closure definitions, click **View All,** or scroll through each of these views.
GL Dist Status (general ledger distribution status)	Displays the PeopleSoft General Ledger distribution status.

Payment Posting generates Cash Distribution Clearance (CAC) entries on payment accounting for posting of Non Federal ACH/EFT payments if *Cash Clearing* check box is selected on the External Bank Account set up and *Enable Cash Clearing for Non Federal ACH/EFT* is selected on the Installation Options - Payables page. For additional information see PeopleSoft Banks Setup and Processing: External Accounts Page and Application Fundamentals: Installation Options - Payables Page.

Main Information Tab

Select the Main Information tab.

Field or Control	Description
Monetary Amount DR (monetary amount debit)	Displays the monetary amount debit associated with the PeopleSoft General Ledger business unit of the accounting entry. This field appears only if the **Display Debit/Credit Amounts in Subsystems** check box is selected on the User Preferences - Overall Preferences page.
Monetary Amount CR (monetary amount credit)	Displays the monetary amount credit associated with the PeopleSoft General Ledger business unit of the accounting entry. This field appears only if the **Display Debit/Credit Amounts in Subsystems** check box is selected on the User Preferences - Overall Preferences page.

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Field or Control	Description
Monetary Amount	Displays the monetary amount (debits as positive numbers and credits as negative numbers) associated with the PeopleSoft General Ledger business unit of the accounting entry. This field appears only if the **Display Debit/Credit Amounts in Subsystems** check box is *not* selected on the User Preferences - Overall Preferences page.
Currency Code	Displays the currency associated with the PeopleSoft General Ledger business unit of the accounting entry.
Ledger	Displays the general ledger and PeopleSoft General Ledger business unit to which this accounting entry has been charged.

ChartField Tab

Select the ChartField tab.

Field or Control	Description
(USF) Schedule ID	Displays schedule IDs for those associated with a payment (including cancellations, and so on). This field only appears if the federal payments option is enabled at the Installation Options level.
Tax Authority	Displays the tax authority code charged for the use tax liability lines.
Entry Event	Displays the entry event code and EE line number associated with the transaction line. These fields appear only if you have enabled entry events.
Account	Displays the account and other ChartFields to which this accounting entry has been charged.

Journal Tab

Select the Journal tab.

Field or Control	Description
Journal ID, Line, and **Journal Date**	Displays the general ledger journal ID, line number, and journal date assigned by the Journal Generator process for this accounting entry. If these fields are blank, then this accounting entry has not been journal generated.
Doc Type (document type)	Displays the document type, document sequence number, and document sequence date for this accounting entry.
Budget Date	Displays the date that the Budget Processor process uses to determine which budget period to verify.

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Field or Control	Description
Budget Status	Displays the budget status for this accounting entry. Possible values include: *N* (not checked): This accounting entry has not been budget checked. *V* (valid): This accounting entry passed budget checking. *E* (error): The system detected an error while running the Budget Processor process on this accounting entry.
Primary	Indicates whether this is the primary ledger.

To access the Unbalanced Accounting Entries page, us the navigation: **Accounts Payable**, and then **Review Accounts Payable Info**, and then **Vouchers**, and then **Unbalanced Accounting Entries**

To access the Posted Voucher Listing page, use the navigation: **Accounts Payable**, and then **Reports**, and then **Vouchers**, and then **Posted Voucher**, and then **Posted Voucher Listing**

Related Topics

- Entering Invoice Information for Online Vouchers
  This section provides an overview of voucher dependencies and balancing functionality.
- Application Fundamentals: User Preferences - Overall Preferences Page

Drill to Source Page

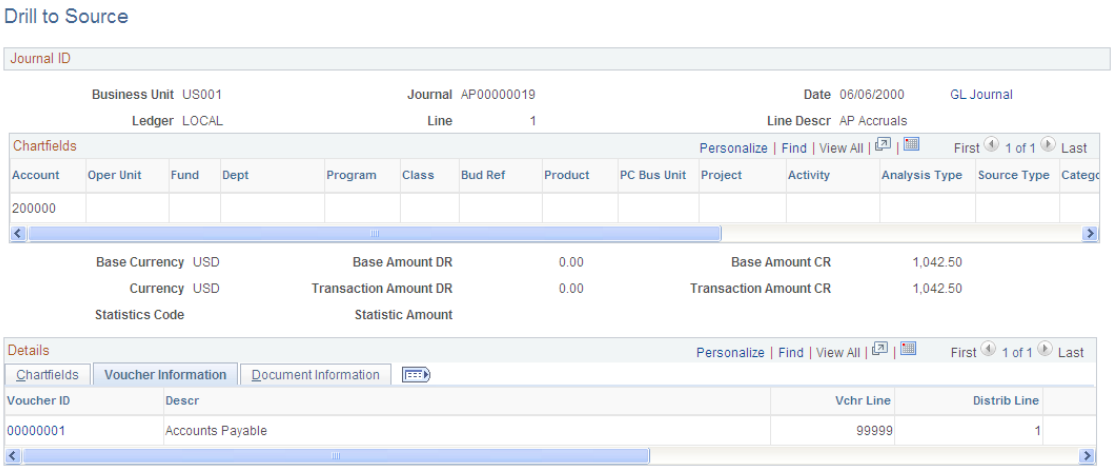
Use the Drill to Source page (AP_GL_DRILL) to review the journal detail for a general ledger journal.

You can view the journal information by journal line.

Navigation:

Accounts Payable, and then **Review Accounts Payable Info**, and then **Vouchers**, and then **Journal Drill Down**, and then **Drill to Source**

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



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> **Note**
>
> Multiple views of this page are available by selecting the tabs in the scroll area.

Common Page Information

Field or Control	Description
GL journal (general ledger journal)	Click to view the entire journal entry to which this line belongs.
Account	Displays the general ledger account and other ChartFields to which this accounting entry has been charged.
Base Amount DR (base amount debit)	Displays the debit amount of the line in the general ledger base currency. The base currency code also appears.
Base Amount CR (base amount credit)	Displays the credit amount of the line in the general ledger base currency. The base currency code also appears.
Transaction Amount DR (transaction amount debit)	Displays the entered debit amount of the line.
Transaction Amount CR (transaction amount credit)	Displays the entered credit amount of the line.

Chartfields Tab

Select the Chartfields tab.

Field or Control	Description
Unit	Displays the PeopleSoft Payables business unit to which this accounting entry has been charged.
Fund Code	Displays the fund code and any other ChartFields to which this accounting entry has been charged.

Voucher Information Tab

Select the Voucher Information tab.

Field or Control	Description
Voucher ID	Displays the voucher ID and description of the voucher with which this journal line is associated. Click to access the Voucher Accounting Entries page, where you can view accounting details for the voucher.
Amount	Displays the distribution line amount of the voucher with which this journal line is associated.
Base Amount	Displays the amount of the distribution line with which this journal line is associated in the base currency.

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Document Information Tab

Select the Document Information tab.

Field or Control	Description
Document Type	Displays the document type for this voucher line.
Journal Code	Displays the journal code associated with the document type for this accounting entry.

Related Topics

- Reviewing Posted Accounting Entries
- PeopleSoft General Ledger: Journal Inquiry Details Page

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Reviewing PeopleSoft Payables Accounting Entries Examples

PeopleSoft Payables Accounting Entries

The following accounting entry examples are based upon certain assumptions:

- Examples are based upon a single line voucher with the following details:
  - The business unit is DEU01.
  - The gross amount is 10,000.
  - The transaction currency and base currency is EUR.
  - Discount is 2 percent.
  - Distribution general ledger DEU01.
- Payments are made in the same currency as the voucher.
- Payments are made from a bank owned by the vouchering business unit.
- Accounting is at gross.
- The Summary Control value is specified as the default posting method.
- Two sets of payment posting results are shown: discount not taken and discount taken.

  In actual posting, only one entry is created.

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Common Elements Used in Payables Accounting Entries

Field or Control	Description
Discount	The discount transaction accounts for discounts that are taken (or not taken) at the time of payment. The two discount distribution account types are mutually exclusive. The setting of the **Account At** field on the General Controls page determines which discount distribution account type is used: *Gross:* The gross amount of vouchers is used as the basis for accounting. Any discounts taken are recognized as discounts earned. Discounts not taken are not reflected. *Net:* The net amount of vouchers is used as the basis for accounting. Any discounts that you lose are recognized as discounts lost. Discounts are charged depending on the option selected in the **Discount Allocation Policy** group box on the General Controls page. Options include: **Allocate Discounts, Prorate Discounts,** and **Expenses Discounts.** The standard transaction accounts for the liability, the expense distribution, and the cash payment.

Related Topics

- Procurement Control - General Controls Page
  Use the Procurement Control - General Controls page (BUS_UNIT_INTFC1) to specify how accounting entries are processed.

Accounting Entries for Standard Vouchers

The following examples illustrate accounting entries for regular vouchers.

Action: Voucher Entered and Posted

There are two accounting entries for the voucher transaction: expense distribution and accounts payable. The expense distribution entry tracks who should incur the expense and applies to the distribution general ledger business units that you entered on the voucher. The accounts payable entry accounts for what is owed to the supplier and applies to the vouchering payables business unit. For this voucher transaction, both of these entries are recorded to the general ledger business unit DEU01.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Expense Distribution	10000	EUR	10000	EUR
DEU01	Accounts Payable	(10000)	EUR	(10000)	EUR

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Action: Payment Entered and Posted, Discount Not Taken

There are two accounting entries for the voucher transaction at payment time: accounts payable and cash distribution. The accounts payable entry removes the liability that was created when the voucher was posted. The cash distribution entry represents the actual cash payment and the reduction to the cash account. For this voucher transaction, both of these entries are recorded to general ledger business unit DEU01.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Accounts Payable	10000	EUR	10000	EUR
DEU01	Cash Distribution	(10000)	EUR	(10000)	EUR

Action: Payment Entered and Posted, Discount Taken

The new entry in this example is for the discount earned account. Because accounting is set at gross and our liability is the gross amount of the voucher, it is necessary to create an entry for the discount earned account to maintain a balanced entry.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
DEU01	Accounts Payable	10000	EUR	10000	EUR	
DEU01	Cash Distribution	(9800)	EUR	(9800)	EUR	10000 - (10000 * .02)
DEU01	Discount Earned	(200)	EUR	(200)	EUR	10000 * .02

Accounting Entries for Debit Memo Adjustment Vouchers

Debit memo adjustment vouchers can automatically be created for discrepancies between the voucher and the purchase orders and receivers.

The following accounting entry examples are based upon these assumptions in addition to the assumptions made in the prior section:

- The purchase order amount is 10,000 EUR.
- The receiver amount is 8000 EUR.
- The Matching Application Engine process (AP_MATCH) is run.

> **Note**
>
> The Matching process creates debit memos for merchandise amounts and tax amounts only. No miscellaneous charges, freight charges, or discounts are applied to the debit memo vouchers. The system calculates sales and use tax amounts and VAT amounts based on the tax codes specified on the voucher line.

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Action: Voucher Entered and Matched, Debit Memo Created and Posted

The two accounting entries for the debit memo are accounts payable and expense distribution. The debit memo voucher will inherit the distribution line information.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Account Payable	2000	EUR	2000	EUR
DEU01	Expense Distribution	(2000)	EUR	(2000)	EUR

Accounting Entries for Prepayments

Prepayments are possible through the use of prepaid vouchers. For accounting purposes, the net effect of a prepaid voucher is a merchandise voucher paid or partially paid by a prepaid voucher. Thus, instead of crediting a cash account, use the expense account for the prepaid voucher.

The following accounting entry examples are based upon these assumptions in addition to the assumptions made in the prior section:

- The prepayment voucher is applied to the voucher described above (10,000 EUR).
- The business unit is DEU01.
- The prepayment amount is 1000 EUR.

Action: Prepaid Voucher Entered and Posted

The two accounting entries for the prepayment are prepaid expense and accounts payable. The accounting entry template populates the account for the prepaid expense entry during voucher creation. It is reversed when the prepayment is applied to the merchandise voucher.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Prepaid Expense	1000	EUR	1000	EUR
DEU01	Accounts Payable	(1000)	EUR	(1000)	EUR

Action: Payment Created and Posted for Prepayment

Prepayments are never discounted. Posting the prepayment releases the payables liability and leaves the prepaid expense entry open.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Accounts Payable	1000	EUR	1000	EUR
DEU01	Cash Distribution	(1000)	EUR	(1000)	EUR

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Action: Invoice Received, Voucher Entered, Prepayment Applied to Voucher, and Posted

Posting the invoice and applied prepayment creates the following entries:

- Accounts payable entry and expense entry for the merchandise voucher.
- Accounts payable entry and expense entry to reverse the prepayment.

Payment processing:

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Expense Distribution	10000	EUR	10000	EUR
DEU01	Accounts Payable	(10000)	EUR	(10000)	EUR

Prepayment processing:

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Accounts Payable	1000	EUR	1000	EUR
DEU01	Prepayment Expense	(1000)	EUR	(1000)	EUR

Action: Payment Created and Posted for the Invoice Balance, Discount Not Taken

Posting the payment creates the following entries:

- Cash entry for the balance of the merchandise voucher.
- Accounts payable entry to fully reverse the liability balance.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
DEU01	Accounts Payable	9000	EUR	9000	EUR	10000 - 1000
DEU01	Cash Distribution	(9000)	EUR	(9000)	EUR	10000 - 1000

Action: Payment Created and Posted for the Invoice Balance, Discount Taken

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
DEU01	Accounts Payable	9000	EUR	9000	EUR	10000 - 1000
DEU01	Cash Distribution	(8800)	EUR	(8800)	EUR	10000 - 1000 - (10000 * .02)

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GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
DEU01	Discount Earned	(200)	EUR	(200)	EUR	10000 * .02

Accounting Entries for Draft Payments

When a payment is made with the draft (EFT, customer, or supplier) payment method, it's necessary to post accounting entries to the draft clearing account. This should only be done when the payment has a post status of *U* (unposted) and has a draft status of *C* (created) or *A* (approved).

Action: Voucher Entered and Posted

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Expense Distribution	10000	EUR	10000	EUR
DEU01	Accounts Payable	(10000)	EUR	(10000)	EUR

Action: Payment Entered and Posted, Discount Not Taken

The system credits the draft clearing account instead of the cash account.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Accounts Payable	10000	EUR	10000	EUR
DEU01	Draft Clearing	(10000)	EUR	(10000)	EUR

Action: Payment Settlement Date Reached, Discount Not Taken

Once the draft reaches the settlement date, the system reverses the draft clearing account and credits the cash account. This is only done when the payment has a posted status of *P* (posted). a draft status of *A* (approved); and the settlement date is on or before the posting date.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Draft Clearing	10000	EUR	10000	EUR
DEU01	Cash Distribution	(10000)	EUR	(10000)	EUR

Action: Payment Entered and Posted, Discount Taken

When a discount is taken, the system subtracts the discount amount from the draft clearing amount and posts the difference to the discount earned account.

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GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
DEU01	Accounts Payable	10000	EUR	10000	EUR	
DEU01	Draft Clearing	(9800)	EUR	(9800)	EUR	10000 - (10000 * .02)
DEU01	Discount Earned	(200)	EUR	(200)	EUR	10000 * .02

Action: Payment Settlement Date Reached, Discount Taken

Once the draft reaches the settlement date, the draft clearing account is reversed, and the cash account is credited. This is only done when the payment has a post status of *P* (posted), has a draft status of *A* (approved), and the settlement date is on or before the posting date.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
DEU01	Draft Clearing	9800	EUR	9800	EUR	10000 - (10000 * .02)
DEU01	Cash Distribution	(9800)	EUR	(9800)	EUR	10000 - (10000 * .02)

Accounting Entries for Letter of Credit Payments

When a payment is made with the letter of credit payment method, post accounting entries to the line of credit account. This should only be done when the payment has a post status of *U* (unposted) and a payment method of *LC* (letter of credit).

Action: Voucher Entered and Posted

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Expense Distribution	10000	EUR	10000	EUR
DEU01	Accounts Payable	(10000)	EUR	(10000)	EUR

Action: Payment Entered and Posted, Discount Not Taken

The system credits the letter of credit account instead of the cash account.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Accounts Payable	10000	EUR	10000	EUR
DEU01	Letter of Credit	(10000)	EUR	(10000)	EUR

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Action: Payment Entered and Posted, Discount Taken.

When a discount is taken, the system subtracts the discount amount from the letter of credit amount and posts the difference to the discount earned account.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
DEU01	Accounts Payable	10000	EUR	10000	EUR	
DEU01	Letter of Credit	(9800)	EUR	(9800)	EUR	10000 - (10000 * .02)
DEU01	Discount Earned	(200)	EUR	(200)	EUR	10000 * .02

Accounting Entries for Withholding Payments

Depending on your withholding setup, PeopleSoft Payables either generates a separate withholding payment when the voucher is paid, or tracks the withholding for reporting purposes. During the Payment Posting or Voucher Posting Application Engine processes (AP_PSTVCHR and AP_PSTPYMNT, respectively), depending on whether you selected to have withholding calculated at voucher posting or at payment time, a liability is created for the withholding portion as the supplier portion is paid. As you pay the withholding portion, the liability reduces based on the setup in PeopleSoft General Ledger.

Our example is for a 1099 supplier with the following additional information and withholding defaults:

- The business unit is US001.
- The transaction currency and the base currency is USD.
- The entity is the IRS.
- Federal withholding is 33 percent.

Action: Voucher Entered and Posted, Withholding Calculated at Voucher Posting

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
US001	Expense Distribution	10000	USD	10000	USD	
US001	Accounts Payable	(6700)	USD	(6700)	USD	10000 - (10000 * .33)
US001	Withholding Liability	(3300)	USD	(3300)	USD	10000 * .33

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Action: Voucher Entered and Posted, Withholding Calculated at Payment Posting

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
US001	Expense Distribution	10000	USD	10000	USD
US001	Accounts Payable	(10000)	USD	(10000)	USD

Action: Regular Payment Entered and Posted for the Nonwithholding Portion, Withholding Calculated at Payment Posting, Discount Not Taken

The payment is made only to the supplier and a withholding liability is created for the withholding portion. The withholding entries are grouped by entity and jurisdiction. When the withholding portion is paid to the taxing entity, the withholding liability is debited and the cash distribution account is credited.

Payment processing:

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
US001	Accounts Payable	6700	USD	6700	USD	10000 - (10000 * .33)
US001	Cash Distribution	(6700)	USD	(6700)	USD	10000 - (10000 * .33)

Withholding processing:

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
US001	Accounts Payable	3300	USD	3300	USD	10000 * .33
US001	Withholding Liability	(3300)	USD	(3300)	USD	10000 * .33

Action: Regular Payment Entered and Posted, Withholding Calculated at Payment Posting, Discount Taken

Payment processing:

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
US001	Accounts Payable	6700	USD	6700	USD	10000 - 10000 * .33)
US001	Cash Distribution	(6500)	USD	(6500)	USD	10000 - (10000 * .33) + (10000 * .02)

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GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
US001	Discount Earned	(200)	USD	(200)	USD	10000 * .02

Withholding processing:

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
US001	Accounts Payable	3300	USD	3300	USD	10000 * .33
US001	Withholding Liability	(3300)	USD	(3300)	USD	10000 * .33

Accounting Entries for Period End Accruals

The following are accounting entry examples for Period End Accruals:

Action:

The following example is a voucher with one distribution line. Budget checking has not been considered for this scenario.

Voucher	Posting Process	Line Number	Distribution Account Type	Accounting Period	Monetary Amount	Account	Department
00000040	Period End Accrual	1	DST – Expense Distribution	5	1500	650080	11000
00000040	Period End Accrual	1	APV – Payables Period End Accruals	5	-1500	207100	11000

Reversal entries:

Voucher	Posting Process	Line Number	Distribution Account Type	Accounting Period	Monetary Amount	Account	Department
00000040	Period End Accrual	1	DST – Expense Distribution	6	–1500	650080	11000
00000040	Period End Accrual	1	APV – Payables Period End Accruals	6	1500	207100	11000

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Accounting Entries for Voucher created from a PO that has not been budget checked

The expense and accrual line will be journal generated and show as an accrual in period five. The expense line will be budget checked to reduce the budget in period five. The accrual line will not be budget checked.

The budget date will be determined according to the default budget date option defined on the Installation Options page.

- If the option is set to *Accounting Date,* then the budget date will be the accounting date determined on the Period End Accrual Run Control page.
- If the option is set to *Predecessor Doc,* then the budget date will come from the PO distribution line record.

> **Note**
>
> The expense entry will be budget checked only if Commitment Control is enabled for Payables at the installation level, for accruals on the Procurement Control page, and the voucher has not been budget checked. After running the Period End Accruals process, if commitment control is enabled and the voucher has not been budget checked yet, you need to run budget check process.

Voucher	Posting Process	Line Number	Dist. Account Type	Accntg. Period	Monetary Amount	Account	Budget Line Status	GL Dist. Status	Dept.
00000040	Period End Accrual	1	DST – Expense Distribution	5	1500	650080	N	N	11000
00000040	Period End Accrual	1	APV – Payables Period End Accruals	5	-1500	207100	V	N	11000

Accrual Reversal Entries:

Voucher	Posting Process	Line Number	Dist. Account Type	Accntg. Period	Monetary Amount	Account	Budget Line Status	GL Dist. Status	Dept.
00000040	Period End Accrual	1	DST – Expense Distribution	6	-1500	650080	N	N	11000
00000040	Period End Accrual	1	APV – Payables Period End Accruals	6	1500	207100	V	N	11000

Encumbrance relief:

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The distribution account type is ENR – reserved for encumbrances, The budget status is set *Not Processed* so it can be selected and processed by the commitment control processor. The GL distribution status is set to *I* so it will not be journal generated. The chartfield information on this entry is selected from the commitment control activity log. The PO that the voucher line was created from will have an encumbrance entry in the activity log. The chartfields found on the default commitment control detail ledger will be populated on this line.

Voucher	Posting Process	Line Number	Dist. Account Type	Accntg. Period	Monetary Amount	Account	Budget Line Status	GL Dist. Status	Dept.
00000040	Period End Accrual	1	ENR – Encumbrance	5	-1500	650080	N	I	11000

Encumbrance relief reversal:

The distribution account type is ENR – reserved for encumbrances, The budget status is set *Not Processed* so it can be selected and processed by the commitment control processor. The GL distrib status is set to *I* so it will not be journal generated. The chartfield information on this entry is selected from the commitment control activity log.

Voucher	Posting Process	Line Number	Dist. Account Type	Accntg. Period	Monetary Amount	Account	Budget Line Status	GL Dist. Status	Dept.
00000040	Period End Accrual	1	ENR – Encumbrance	6	1500	650080	N	I	11000

Accounting Entries for a Voucher that has been created from a PO and the Voucher has been budget checked

Accrual entries

The expense and accrual line will be journal generated and show as an accrual in period 5. The expense line will not be budget checked.

Voucher	Posting Process	Line Number	Dist. Account Type	Accntg. Period	Monetary Amount	Account	Budget Line Status	GL Dist. Status	Dept.
00000040	Period End Accrual	1	DST – Expense Distribution	5	1500	650080	V	N	11000
00000040	Period End Accrual	1	APV – Payables Period End Accruals	5	-1500	207100	V	N	11000

Accrual reversal entries

The expense and accrual line will be journal generated and show the reversal of the accrual in period 6. The expense line will not be budget checked. The budget status is set to valid.

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Voucher	Posting Process	Line Number	Dist. Account Type	Accntg. Period	Monetary Amount	Account	Budget Line Status	GL Dist. Status	Dept.
00000040	Period End Accrual	1	DST – Expense Distribution	6	-1500	650080	V	N	11000
00000040	Period End Accrual	1	APV – Payables Period End Accruals	6	1500	207100	V	N	11000

Encumbrance relief will not be created because the voucher has already been budget checked. Encumbrance relief reversal will not be created.

Accounting Entries for Vouchers with Multiple Freight Charges

This example uses the following additional information:

- The merchandise amount is 9000.
- The air freight amount is 700.
- The land freight amount is 300.

Different accounts are defined for air freight and land freight. The Voucher Posting process creates the following entries:

Action: Voucher Entered and Posted

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Expense Distribution	9000	EUR	9000	EUR
DEU01	Freight Expense	700	EUR	700	EUR
DEU01	Freight Expense	300	EUR	300	EUR
DEU01	Accounts Payable	(10000)	EUR	(10000)	EUR

There are no differences with the payment posting.

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Accounting Entries for Claim Vouchers

Processing claims vouchers result in accounting entries between the PeopleSoft Payables and Receivables systems, as shown in this table:

Action: Claim Voucher Generated from the Claims Workbench, but not Posted

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Accounts Receivable	220	EUR	220	EUR
DEU01	Accounts Receivable Rebate Control	(220)	EUR	(220)	EUR
DEU01	Cash	220	EUR	220	EUR
DEU01	Accounts Receivable	(220)	EUR	(220)	EUR

Action: Voucher Posted, Claim Voucher Closed

Continuing with the current example, this table shows the resulting accounting entries after voucher closure:

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Accounts Receivable Rebate Control	220	EUR	220	EUR
DEU01	Rebate Account 1	(60)	EUR	(60)	EUR
DEU01	Rebate Account 2	(40)	EUR	(40)	EUR
DEU01	Rebate Account 3	(100)	EUR	100)	EUR
DEU01	VAT Input	(20)	EUR	(20)	EUR

When you process claim settlements from the Claims Workbench that are debit memos, the Voucher Posting process closes the claim voucher, debiting the payables account and crediting the rebate account.

Claim settlements that are a payment type other than debit memos (for example, checks) are handled by the Receivable Update Application Engine process (ARUPDATE). Here, the Receivable Update process closes the voucher by debiting the receivables account and crediting the rebate account.

For both processes, the system derives the rebate account information from the rebate agreement.

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Accounting Entries for Voucher Closure

When closing a voucher, the voucher is identified to prevent payments from being made for the voucher. The original voucher must be posted before the reversing entries can be created.

Action: Voucher Entered and Posted, Then Closed, Closed Voucher Posted

If the above voucher closes, the entries are:

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Expense Distribution	(9000)	EUR	(9000)	EUR
DEU01	Freight Expense	(700)	EUR	(700)	EUR
DEU01	Freight Expense	(300)	EUR	(300)	EUR
DEU01	Accounts Payable	10000	EUR	10000	EUR

However, if the voucher has been partially paid, then only the portion remaining open is closed. Therefore, if the supplier pays 5000 EUR, the remaining 5000 EUR closes.

Action: Voucher Entered and Posted, 50 Percent of the Voucher Closed, Closed Voucher Posted

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Expense Distribution	(4500)	EUR	(4500)	EUR
DEU01	Freight Expense	(350)	EUR	(350)	EUR
DEU01	Freight Expense	(150)	EUR	(150)	EUR
DEU01	Accounts Payable	5000	EUR	5000	EUR

Accounting Entries for Unposted Vouchers

The system creates reversing entries and archives the original entries. The UNPOST_SEQ for the archived entry is one higher than for the reversal entry. Nothing is deleted.

The reversing accounting entry is as follows:

Action: Post Voucher

Account	Unpost Sequence	Debit	Credit
Expense Account	0	785.00	
AP Liability	0		785.00

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Action: Unpost Voucher

Account	Unpost Sequence	Debit	Credit
Expense Account	1		785.00
AP Liability	1	785.00	
Expense Account	2	785.00	
AP Liability	2		785.00

Reversing entries only pass to the appropriate ledgers.

Accounting Entries for Canceled or Voided Payments

Payments are canceled or voided with reissue or closed liability. When canceled or voided and then reissued, the voucher becomes available for repayment. When the liability closes, the voucher is identified, and payment can no longer be made for the voucher. Payments can be made up of multiple vouchers; therefore, all the vouchers for the payment are either reopened or closed.

Action: Payment Entered and Posted, Then Canceled and Marked Reissue, and the Canceled Payment Posted

Payment processing:

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Accounts Payable	10000	EUR	10000	EUR
DEU01	Cash Distribution	(10000)	EUR	(10000)	EUR

If the payment has been discounted, the discount is also reversed.

Cancellation processing:

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Accounts Payable	(10000)	EUR	(10000)	EUR
DEU01	Cash Distribution	10000	EUR	10000	EUR

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Accounting Entries for Interunit Suppliers

Interunit suppliers enable you to eliminate transactions between legal entities that belong to the same financial group. The affiliate ChartField is populated on all accounting lines for the supplier master data. This is a standard accounting entry.

Action: PeopleSoft France Buys Licenses from PeopleSoft, Inc.

In the following example, PeopleSoft France buys some licenses from PeopleSoft Inc. Supplier US0000001 is also identified as BU US001 and then as an interunit supplier.

Account	Affiliate	Business Unit	Debit	Credit	DST_ACCT_TYPE
Account Payable	US001	FRA01		2000	APA
Expense Account	US001	FRA01	2000		DST

Accounting Entries for VAT Transactions

There are several types of VAT transactions. This section discusses accounting entries for vouchers with:

- Recoverable VAT calculated at gross.
- Recoverable VAT calculated at net.
- Recoverable inclusive VAT.
- Recoverable inclusive VAT calculated at net.

The following examples use this additional information, unless otherwise specified:

- **Record Input VAT** is selected.
- VAT is calculated at gross.
- The VAT calculation type is **Exclusive.**
- The VAT declaration point is *Invoice Date.*
- The VAT tax rate is 10 percent.
- VAT is 100 percent recoverable.

VAT Calculated at Gross or Net

Discounts determine the difference between VAT calculated at gross and VAT calculated at net. Calculating at gross uses the gross amount that you enter on the voucher when determining the VAT basis amount. Calculating at net assumes discounts are always taken. The VAT amount is the gross amount minus the net discounts.

Calculating VAT at gross:

- Gross amount = 10000
- Discount = 2 percent
- Gross = 10000 (VAT basis amount)

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Calculating VAT at net:

- Gross amount = 10000
- Discount = 2 percent
- Net = 10000 - (10000 * .02) = 9800 (VAT basis amount)

> **Note**
>
> You cannot select the **Recalculate** check box on a payment when you are calculating at net.

VAT Calculation Types

There are two types of VAT calculation methods: exclusive and inclusive.

- VAT Exclusive: The VAT amount reported on the supplier's invoice and entered into PeopleSoft Payables from the merchandise amount.

  The system generates a calculated VAT amount that is used to check tolerances. The system calculated amount is gross (merchandise amount) * VAT code %.

- VAT Inclusive: The VAT amount is not reported separately on the supplier's invoice but is included in the merchandise amount.

  Because the VAT amount is included in the gross amount, it is necessary to determine the expense distribution portion using the following equation:

  Gross - (VAT Code % * distribution expense) = distribution expense

  PeopleSoft calculates the distribution expense by substituting in the appropriate values:

  Gross Amount = 10000

  VAT Code = 10%

  Expense Distribution = x

  10000 - .1x = x

  10000 = x + .1x

  10000 = 1.1x

  x = 10000 / 1.1

  x = 9090.91

  The **Include Freight** and **Include Misc Charges** (include miscellaneous charges) options are not valid if the VAT calculation type is inclusive.

VAT Declaration Point

The VAT declaration point determines the date on which VAT input is recognized. There are four possible dates:

- Accounting.
- Delivery.
- Invoice.
- Payment.

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The **Record Input VAT** option must be selected. For accounting purposes, accounting, delivery, and invoice declaration points create the same entries; an entry is made to a VAT input account when the voucher posts.

Payment generates an accounting entry to a VAT input intermediate account when the voucher posts. This entry reverses and posts to the VAT input account when the payment posts.

The VAT use type determines the percentage of the VAT input that is recoverable and the percentage that is a nonrecoverable amount.

Accounting Entries for Vouchers with Recoverable VAT Calculated at Gross

The following examples illustrate accounting entries for vouchers with recoverable VAT calculated at gross.

Action: Voucher Entered and Posted

The system calculates the VAT amount using the VAT basis amount (10000), the VAT rate (10 percent), and recoverable percentage (100 percent). The VAT calculation type is **Exclusive**; therefore you must enter a VAT amount on the Voucher Invoice Information page or on the VAT Header page.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
DEU01	Expense Distribution	10000	EUR	10000	EUR	
DEU01	VAT Input Recoverable	1000	EUR	1000	EUR	10000 * .1
DEU01	Accounts Payable	(11000)	EUR	(11000)	EUR	

Action: Payment Entered and Posted, Discount Not Taken

The payment accounting entries for this example are no different from those for the standard voucher example, but a balance exists in the VAT Input Recoverable account.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Accounts Payable	11000	EUR	11000	EUR
DEU01	Cash Distribution	(11000)	EUR	(11000)	EUR

Action: Payment Entered and Posted, Discount Taken

The payment accounting entries for this example are no different than those in the standard voucher example. The differences are the calculation of the discount, based on the total merchandise amount including the VAT, and the balance in the VAT Input Recoverable account.

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GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
DEU01	Accounts Payable	11000	EUR	11000	EUR	
DEU01	Cash Distribution	(10800)	EUR	(10800)	EUR	11000 - ((11000 - 1000) * .02)
DEU01	Discount Earned	(200)	EUR	(200)	EUR	(11000 - 1000) * .02

Action: Payment Entered and Posted, Discount Taken, Recalculate at Payment

When you recalculate at payment, you can create adjusting entries to reduce the amount of recorded VAT based on payment discounts. This is only true when VAT is set to calculate at gross. The system assumes 100 percent recoverability of VAT unless set up differently.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
DEU01	Accounts Payable	11000	EUR	11000	EUR	
DEU01	Cash Distribution	(10780)	EUR	(10780)	EUR	11000 - (11000 * .02)
DEU01	Discount Earned	(220)	EUR	(220)	EUR	11000 * .02
DEU01	Discount Earned Adjust Due to VAT	20	EUR	20	EUR	1000 * .02
DEU01	VAT Input Rec. Discnt Adjust	(20)	EUR	(20)	EUR	1000 * .02

Accounting Entries for Vouchers with Non-Recoverable VAT Calculated at Gross

The following examples illustrate accounting entries for vouchers with non-recoverable VAT calculated at gross.

Action: Voucher Entered and Posted

The system calculates the VAT amount using the VAT basis amount (10000), the VAT rate (10 percent). The VAT calculation type is *Exclusive*; therefore you must enter a VAT amount on the Voucher Invoice Information page or on the VAT Header page. The VAT amount is NON-recoverable and it is prorated into the Expense Distribution.

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GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
DEU01	Expense Distribution	11000	EUR	11000	EUR	10000+(10000*.1)
DEU01	Accounts Payable	(11000)	EUR	(11000)	EUR	

Action: Payment Entered and Posted, Discount Not Taken

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Accounts Payable	11000	EUR	11000	EUR
DEU01	Cash Distribution	(11000)	EUR	(11000)	EUR

Action: Payment Entered and Posted, Discount Taken

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
DEU01	Accounts Payable	11000	EUR	11000	EUR	
DEU01	Cash Distribution	(10800)	EUR	(10800)	EUR	11000 - ((11000 - 1000) * .02)
DEU01	Discount Earned	(200)	EUR	(200)	EUR	(11000 - 1000) * .02

Action: Payment Entered and Posted, Discount Taken, Recalculate at Payment

When you recalculate at payment, you can create adjusting entries to reduce the amount of the prorated VAT based on payment discounts. This is only true when VAT is set to calculate at gross.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
DEU01	Accounts Payable	11000	EUR	11000	EUR	
DEU01	Cash Distribution	(10780)	EUR	(10780)	EUR	11000 - (11000 * .02)
DEU01	Discount Earned	(220)	EUR	(220)	EUR	11000 * .02
DEU01	Discount Earned Adjust Due to VAT	20	EUR	20	EUR	1000 * .02

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GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
DEU01	Expense Distribution (Expense Adjustment)	(20)	EUR	(20)	EUR	1000 * .02

Accounting Entries for Vouchers with Recoverable VAT Calculated at Net

The following examples illustrate accounting entries for vouchers with recoverable VAT calculated at net.

Action: Voucher Entered and Posted, VAT Calculated at Net

Calculating at net assumes discounts are always taken. In this example, the entry to the VAT Input Recoverable account is net of the discount. Based on the amount and tax code specified on the voucher line, less the discount, the system calculates a VAT amount; as the VAT calculation type is **Exclusive,** the user must enter a VAT amount.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
DEU01	Expense Distribution	10000	EUR	10000	EUR	
DEU01	VAT Input Recoverable	980	EUR	980	EUR	(10000 - (10000 * .02)) * .1
DEU01	Accounts Payable	(10980)	EUR	(10980)	EUR	

Action: Payment Entered and Posted, Discount Not Taken, VAT Calculated at Net

Because the discount is not taken, and the VAT input is calculated net of the discount, it appears necessary to account for the difference at payment time. However, because you enter the VAT amount on the header, the system has no way of knowing whether a discount should be added. The system proceeds as if you entered the full VAT amount.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Accounts Payable	10980	EUR	10980	EUR
DEU01	Cash Distribution	(10980)	EUR	(10980)	EUR

Action: Payment Entered and Posted, Discount Taken, VAT Calculated at Net

Because the VAT amount is user-entered, the system has no way of knowing whether a portion of the discount should be subtracted. Therefore, the entire discount amount is deducted.

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GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
DEU01	Accounts Payable	10980	EUR	10980	EUR	
DEU01	Cash Distribution	(10780)	EUR	(10780)	EUR	
DEU01	Discount Earned	(200)	EUR	(200)	EUR	10000 * .02

Accounting Entries for Vouchers with Recoverable Inclusive VAT

The following examples illustrate accounting entries for vouchers with recoverable inclusive VAT.

Action: Voucher Entered and Posted

The calculation assumes the VAT amount is included in the gross amount that you entered on the voucher header. The system automatically makes the calculations.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
DEU01	Expense Distribution	9090.91	EUR	9090.91	EUR	**10000 / 1.1**
DEU01	VAT Input Recoverable	909.09	EUR	909.09	EUR	9090.91 * .1
DEU01	Accounts Payable	(10000)	EUR	(10000)	EUR	

Action: Payment Entered and Posted, Discount Not Taken

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Accounts Payable	10000	EUR	10000	EUR
DEU01	Cash Distribution	(10000)	EUR	(10000)	EUR

Action: Payment Entered and Posted, Discount Taken

Because the discount is taken and the system is set to account at gross, it is necessary to account for the discount at time of payment. The VAT amount is not adjusted by the discount.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
DEU01	Accounts Payable	10000	EUR	10000	EUR	

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GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
DEU01	Cash Distribution	(9818.18)	EUR	(9818.18)	EUR	10000 - ((100000 / 1.1) * .02)
DEU01	Discount Earned	(181.82)	EUR	(181.82)	EUR	(100000 / 1.1) * .02

Action: Payment Entered and Posted, Discount Taken, Recalculated at Payment

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
DEU01	Accounts Payable	10000	EUR	10000	EUR	
DEU01	Cash Distribution	(9800)	EUR	(9800)	EUR	10000 - (10000 * .02)
DEU01	Discount Earned	(200)	EUR	(200)	EUR	**10000 * .02**
DEU01	Discount Earned Adjust Due to VAT	18.18	EUR	18.18	EUR	909.09 * .02
DEU01	VAT Input Rec. Discnt Adjust	(18.18)	EUR	(18.18)	EUR	909.09 * .02

Accounting Entries for Vouchers with Recoverable Inclusive VAT Calculated at Net

The following examples illustrate accounting entries for vouchers with recoverable inclusive VAT calculated at net.

Action: Voucher Entered and Posted

In performing the calculation, the system assumes that the discount is taken and the VAT amount is included in the header gross amount.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
DEU01	Expense Distribution	9107.47	EUR	9107.47	EUR	
DEU01	VAT Input Recoverable	892.53	EUR	892.53	EUR	8925.32 * .1
DEU01	Accounts Payable	(10000)	EUR	(10000)	EUR	

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Action: Payment Entered and Posted, Discount Not Taken

The VAT is not adjusted, even though it is calculated at net (minus the discount).

GL Business Unit	Ledger	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Primary	Accounts Payable	10000	EUR	10000	EUR
DEU01	Primary	Cash Distribution	(10000)	EUR	(10000)	EUR

Action: Payment Entered and Posted, Discount Taken

Because the discount is taken, and the system is set to account at gross, it is necessary to account for the discount at time of payment. The VAT amount is not adjusted by the discount.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Accounts Payable	10000	EUR	10000	EUR
DEU01	Cash Distribution	(9817.85)	EUR	(9817.85)	EUR
DEU01	Discount Earned	(182.15)	EUR	(182.15)	EUR

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Managing Accruals for PeopleSoft Payables

Understanding Payables Accrual Processing

Accounting Entries for Period End Accruals will not be integrated with PC (project costing) and AM (asset management). The PC distribution status and AM distribution status for the PE accrual entries will be set to *Ignore.*

Eligibility for Accrual Processing

The following list provides eligibility requirements for processing Period End Accruals:

- The Accrue Unprocessed Vouchers at Period End check box and a Journal Generator template must be selected in the associated Payables business unit (Procurement Options).
- Vouchers that have not been previously posted in a postable status.
- Vouchers that match group control rules.
- Vouchers that match with Period End Accrual Options set up with valid statuses determined by Period End acrruals (matching options, budget check options, document tolerance options and approval options).
- Vouchers that have period end accrual entries posted that have been subsequently deleted.
- For vouchers created from receipts that have been accrued, the voucher will not be accrued. However, if the voucher has been created for an amount greater than the receipt, the difference between the receipt amount and the total voucher line amount will be accrued in the period end accrual process.
- Vouchers not in an error or recycle status.
- Vouchers not in a budget check error condition.
- Vouchers on payment hold.

Understanding Payables Accrual Entries

This section discusses:

Commitment Control entries for accruals.

Commitment Control Entries for Accruals

If budget checking is enabled at the Installation Options level for payables and on the Procurement Options page for period end accruals, create the expense and encumbrance reversal entries as needed. The high level rules are:

- If the voucher is created from a PO, and the voucher has not been budget checked, create an encumbrance relief and encumbrance relief reversal entry. The encumbrance entries

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will derive their ChartField values from the commitment control activity log entry for the PO. Create an expense and an expense reversal entry.

- If the voucher is created from a PO, and the voucher has been budget checked, do not create commitment control expense and encumbrance entries.
- If the voucher has not been created from a PO, and the voucher has been budget checked, do not create the commitment control expense entries.
- If the voucher has not been created from a PO, and the voucher has not been budget checked, create the commitment control expense and expense reversal entries.

Encumbrance Relief

The voucher, originating from a PO, will have an encumbrance entry in the commitment control activity record. The chartfield information found on the commitment control activity log for the encumbrance will be used to create the encumbrance relief entry.

Accounting entry rules:

- The accounting entry type or DST_ACCT_TYPE will be set to ENR.
- This accounting entry will not be journal generated to the General Ledger.
- The accounting date will be set to the accounting date on the run control record.
- The accounting entry will include the required fields to perform budget checking.
- The budget date will be determined by the Default Budget Date option in commitment control installation options.

  The options are Accounting Date Default or Predecessor Document Date Default. Where Accounting Date default has been setup, use the accounting date on the run control. For Predecessor Document Date Default use the Budget Date on the PO. The budget date is found on the PO distribution line.

Encumbrance Relief Reversal

The encumbrance relief reversal will be a copy of the encumbrance relief with the following exceptions:

- The amounts will be reversed.
- Accounting date will be derived by taking the accounting date from the run control, find the period that the run control falls in and then get the first day of the next period for the general ledger business unit default ledger.
- Budget date will be the same as the encumbrance relief entry.
- The accounting period will be the accounting period where the derived accounting date falls.

See Accounting Entries for Period End Accruals.

Processing Accruals for PeopleSoft Payables

This section lists prerequisites and discusses how to process accruals for PeopleSoft Payables.

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Pages Used for Processing Accruals for PeopleSoft Payables

Page Name	Definition Name	Usage
Period End Accrual Processing Page	PE_ACCRL_RQST	Process period end accruals for specific business units or all business units.
Review Period End Accrual Selection Page	PE_ACCRL_RQST1	Review accrual information prior to running the create period end accrual process.
Period End Accrual Delete Page	PE_ACCRL_DELETE	To deleting accruals for PeopleSoft Payables.

Prerequisites

Before processing period end accruals you must:

- Define accrual information for each business unit.
- Define accounting entry templates.
- Define Journal Generator templates.

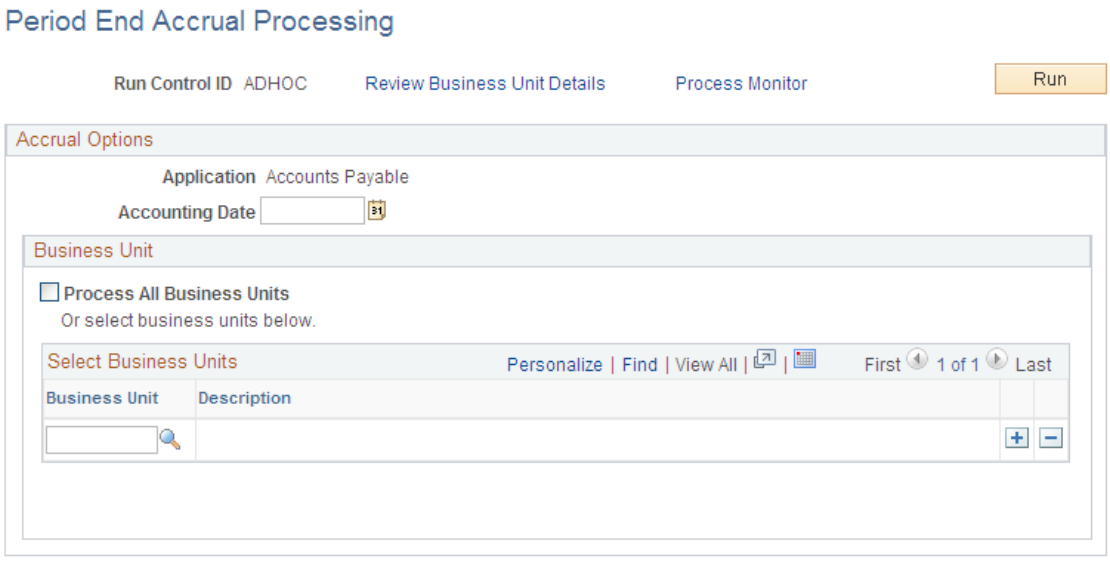
Period End Accrual Processing Page

Use the Period End Accrual Processing page (PE_ACCRL_RQST) to process period end accruals for specific business units or all business units.

Navigation:

Accounts Payable, Batch Processes, Vouchers, Period End Accrual, Create Period End Accruals

This example illustrates the fields and controls on the Period End Accrual Processing page. You can find definitions for the fields and controls later on this page.



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Accrual and Expense entries will be created along with the accompanying reversal entries in the next period.

Field or Control	Description
Review Business Unit Details	After selecting the business units to process, click this link to access the Review Business Unit Details page to review the period end accrual information prior to running the process.
Accounting Date	Select the accounting date to be used for creating accruals. If you select an accounting date that has already been processed, the system will warn you that the accrual entries have already been processed.
All Business Units	Select this check box to process period end accruals for all business units. Business units without period end accrual options set up will be skipped by the process.
Business Unit	Select the General Ledger business unit you want to use to process period end accruals. Business units without period end accrual options set up will be skipped by the process.

Review Period End Accrual Selection Page

Use the Review Period End Accrual Selection page (PE_ACCRL_RQST1) to review accrual information prior to running the create period end accrual process.

Navigation:

Accounts Payable, Batch Processes, Vouchers, Period End Accrual, Create Period End Accruals

Click the **Review Business Unit Details** link on the Period End Accrual Processing page.

This example illustrates the fields and controls on the Review Period End Accrual Selection page.

Review Period End Accrual Selection

Selected Transactions — Personalize | Find | View All | First 1-6 of 68 Last

Business Unit	GL Business Unit	Accounting Date	Accounting Period	Fiscal Year	Reversal Date	Reversal Adjustment Period	Journal Template	Doc Type	Count	Error Message
AUS01	AUS01	02/11/2013	2	2013	03/01/2013	3			0	Business Unit is not enabled to process Period End Accruals.
BLG01	BLG01	02/11/2013	2	2013	03/01/2013	3			0	Business Unit is not enabled to process Period End Accruals. The accrual distribution account types from the accounting templates are not set up.
BLGE1	BLGE1	02/11/2013	2	2013	03/01/2013	3			0	Business Unit is not enabled to process Period End Accruals. The accrual distribution account types from the accounting templates are not set up.
BUY01	BUY01	02/11/2013	2	2013	03/01/2013	3			25	Business Unit is not enabled to process Period End Accruals.
BUY02	BUY02	02/11/2013	2	2013	03/01/2013	3			33	Business Unit is not enabled to process Period End Accruals.
BUY03	BUY03	02/11/2013	2	2013	03/01/2013	3			18	Business Unit is not enabled to process Period End Accruals.

Return to Process Period End Accruals

The accrual reversal accounting date will be derived by selecting the first day of the next accounting period from the date provided in the run control. The system will create the accrual reversals by reversing the amounts found on the accrual entry and set the accounting date to

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reversal date. The system will create the expense reversal by reversing the amounts found on the expense entry.

The Review Period End Accrual selection allows users to review accrual information as well as any known errors that may be encountered will be listed such as:

- No journal generator template setup in the business unit setup.
- Control check box at the BU level has not been checked and does not allow period end accruals.
- Periods for the applications are still open.
- Business unit is not enabled to process period end accruals.

> **Note**
>
> The system displays an estimate of the number of vouchers that are eligible to be processed by Period End Accrual process. During the process, the number of vouchers processed may be different, depending on the detail rules when accounts are excluded, Control Group rules, if applicable, etc.

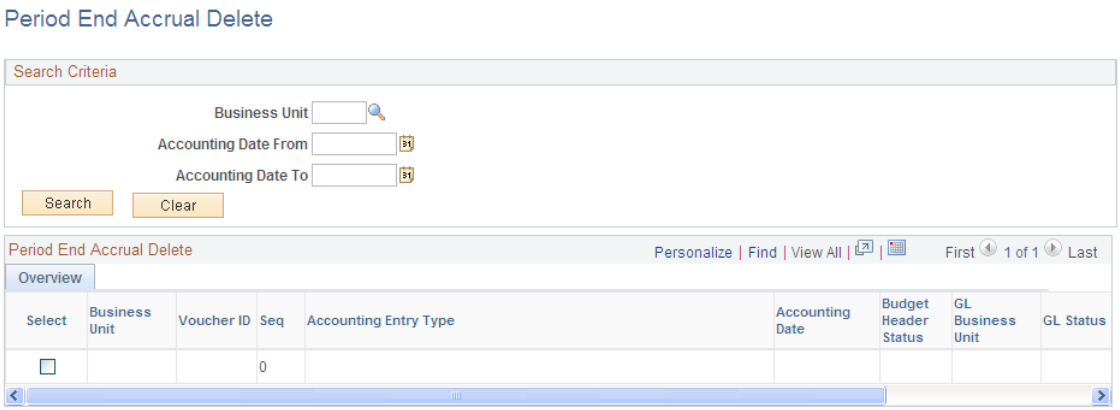
Period End Accrual Delete Page

Use the Period End Accrual Delete page (PE_ACCRL_DELETE) to delete accruals for PeopleSoft Payables.

Navigation:

Accounts Payable, Batch Processes, Vouchers, Period End Accrual, Delete Period End Accruals

This example illustrates the fields and controls on the Period End Accrual Delete page.



There may be instances where the accounting entries have been created erroneously. If the accounting entries have not been journal generated, you can reverse the entries. If the accounting entries have been journal generated, any erroneous transactions will need to be reversed in General Ledger through a reversing journal transaction. If transactions have been budget checked by commitment control, these transactions will have to be zeroed out and budget checked after they have been reversed.

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When the transactions are populated into the grid, users have the option to select the transactions they want to delete. The check box will be unavailable for selection if the accounting transaction has been journal generated. If you select transactions for deletion and they have been budget checked, the transactions will be updated to zero out the amounts and the system will set the budget checking status to not budget checked.

The delete selected rows button will delete all selected rows and their associated reversal row. If budget checking has been run on any transactions selected for deletion, users will receive a message that the budget checked transactions will need to be budget checked again to reverse any activity. If the rows have been budget checked, they will be updated to be budget checked again. The distribution status will be set to *Ignore* for all lines so they will not be selected by the Journal Generator program.

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Reporting and Reconciling Open Liabilities

Understanding Open Liability and Reconciliation Reporting

PeopleSoft Payables provides reports to view open liabilities and compare them to the open liabilities in PeopleSoft General Ledger. These reports enable you to find unbalanced liabilities easily and correct them as necessary. PeopleSoft Payables also provides a report that enables you to age suppliers' liabilities.

Creating an open liability or reconciliation report involves specifying both report parameters and run control parameters on a single page. Initiating an Application Engine process from the page accesses the PeopleSoft Process Scheduler, from which you can select options to populate the appropriate report tables and generate reports to your specifications.

The following open liability and reconciliation reports are delivered with PeopleSoft Payables:

Report Name	Application Engine Process	Report Description
Payables Open Liability (APY1406)	AP_APY1406	This report lists posted (recorded) open liabilities in the PeopleSoft Payables tables as of a specific date. You can also specify whether to include unrecorded (unposted) liabilities, prepayments, unmatured drafts paid, and available discounts.
Supplier Liability Aging (APY1408)	AP_APY1408	This report lists all posted (recorded) open liabilities in PeopleSoft Payables as of a specific date and grouped by the aging cycle bucket. You can also specify whether to include unrecorded (unposted) liabilities, prepayments, unmatured drafts paid, and available discounts.
Summary AP/GL Open Liability (APY1400) Detail AP/GL Open Liability (APY1405)	AP_APY1405	These reports list accounting activity that has been processed by the Journal Generator Application Engine process (FS_JGEN).
AP/GL Account Reconciliation Report (APY1410)	AP_APGLRECN	This report lists account totals by journal ID and account.
AP/GL Journal Reconciliation Report (APY1420)	AP_APGLRECN	This report lists account totals by journal line and journal ID.

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> **Note**
>
> Data that appears in open liability and reconciliation reports is accurate as of the time you run the Application Engine process that loads the report tables, based on the requested as-of date and as-of date type parameters that you select. However, if the report tables already have the data that you want, you can run multiple reports by changing the report request parameters and running the reports only.

Creating Open Liability Reports

Pages Used to Create Open Liability Reports

Page Name	Definition Name	Usage
Payables Open Liability Page	RUN_APY1406	Specify run control and reporting parameters to generate Payables Open Liability (APY1406) reports.
Supplier Liability Aging Page	RUN_APY1406	Specify run control and reporting parameters to generate Supplier Liability Aging (APY1408) reports. The reporting parameters are similar to the Payables Open Liability (APY1406) reports, except that you specify an aging cycle ID. The Supplier Liability Aging and Payables Open Liability pages access the same run control page (RUN_APY1406). However, the available Application Engine processes depend on the selected report functionality.

Payables Open Liability Page

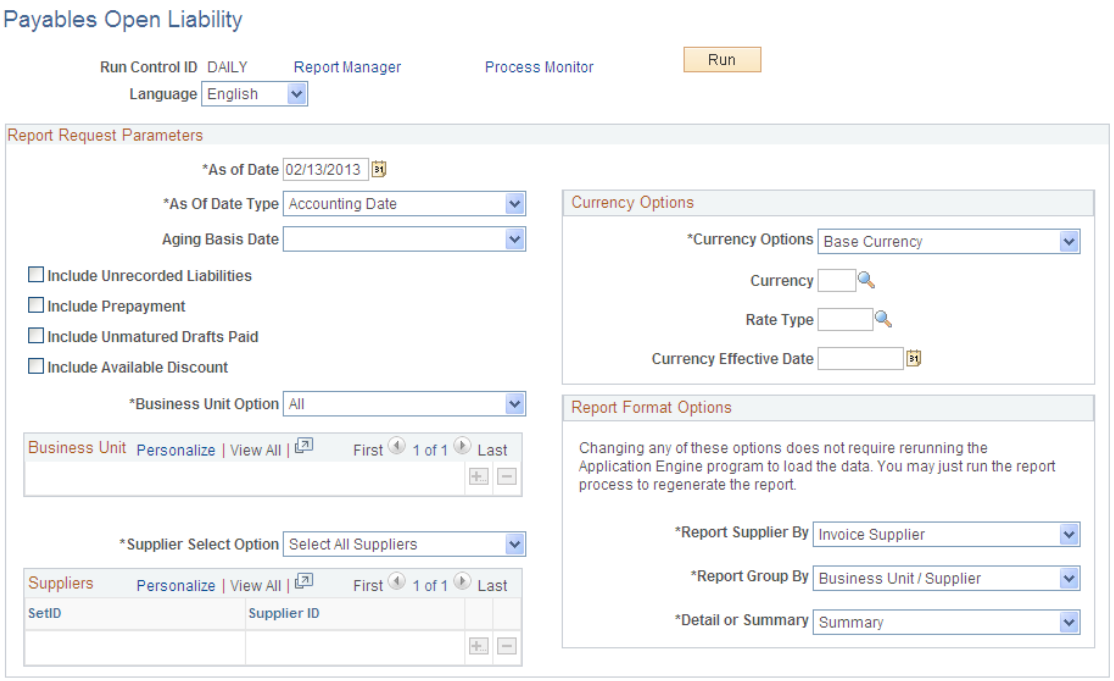
Use the Payables Open Liability page (RUN_APY1406) to specify run control and reporting parameters to generate Payables Open Liability (APY1406) reports.

Navigation:

Accounts Payable, and then **Reports**, and then **Voucher Reconciliation**, and then **Payables Open Liability**

This example illustrates the fields and controls on the Payables Open Liability report. You can find definitions for the fields and controls later on this page.

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Use this page to generate the Payables Open Liability report.

Field or Control	Description
As Of Date	Enter the end date for the period that you are processing.
As Of Date Type	Select either the accounting date or the invoice date. The report output is based on either the accounting date or the invoice date of the voucher. The report includes data based on the combination of the values in the **As Of Date** field and the **As Of Date Type** field. For example, suppose that you enter *07/31/2006* as the as-of date and select the accounting date as the as-of date type. All vouchers with open liabilities with the accounting date of July 31, 2006 or earlier are included in the report.
Aging Basis Date	Select to age by either *Net Due Date* or *Scheduled Pay date.*
Include Unrecorded Liabilities	Select this option to include vouchers that have not been paid and voucher posted. Selecting this option also includes those vouchers that have not been processed through the Journal Generator, which means they are not recorded in the PeopleSoft General Ledger.

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Field or Control	Description
Include Prepayment	Select this option to include prepaid vouchers that have available amounts to be applied. If you select to include prepayments, the report displays the Prepayments column that includes both prepaid vouchers that have been paid but are not fully applied and any prepaid vouchers that have not been paid. Prepaid vouchers that have been paid but are not fully applied appear as a negative (–) amount. Prepaid vouchers that have not been paid appear as a positive amounts. If you do not select this check box, the Prepayments column does not appear in the report, and the report Totals field displays the total amount of the prepayments that are not fully applied
Include Unmatured Drafts Paid	Select this option to include vouchers that are paid by a draft method when the payment date is not due yet. Also, this option includes drafts that have been written off after the as-of date.
Include Available Discount	Select this option to include vouchers that reduce the liability. The system includes the discount amount if the report as of date is less than or equal to the discount date on the voucher, or if you select the **Always take discount** option for the remit supplier on the Additional Payables Options collapsible region on the Supplier Information - Payables Options page. If you do not select to include available discounts, the Discount Available column does not appear in the reports.
Business Unit Option	Select *All* to create a report for all business units for the time period you specified. Select *Value* to specify any number of business unit rows on which to report.
Supplier Select Option	Select *Select All* to create a report for all suppliers for the time period that you specify. Select *Specify* to specify any number of supplier ID rows on which to report.
Currency Options	Select a currency option to use in the report. Options are: • *Base Currency:* The report uses the base currency of the business unit for each voucher. • *Selected Foreign Currency:* The report uses the currency defined in the **Currency, Rate Type,** and **Currency Effective Date** fields. • *Transaction Currency:* The report uses the currency in which the procurement took place.

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Report Format Options

You have the flexibility to group reporting results in a number of ways. In particular, the **Report Group By** field, in combination with the **Currency Options** field, determine how the report displays currency groups, subtotals, and grand totals. The possible combinations are described in the following table:

Report Group By Option	Currency Option	Currency Grouping	Subtotals	Grand Totals
Business Unit/ Supplier	Base Currency	No grouping is required because a business unit has one base currency.	Calculated for each supplier.	Calculated for each business unit.
Business Unit/ Supplier	Transaction Currency	Vouchers are grouped by currency because they can have different transaction currencies.	Calculated for each transaction currency.	No grand totals are calculated because each transaction can be in a different currency.
Business Unit/ Supplier	Selected Foreign Currency	No grouping is required because all vouchers are converted into the selected foreign currency.	Calculated for each supplier.	Calculated for each business unit.
Supplier/Business Unit	Base Currency	No grouping is required because a business unit has one base currency.	Calculated for each business unit.	No grand totals are calculated because each business unit may use a different currency.
Supplier/Business Unit	Transaction Currency	Vouchers are grouped by currency because they can have different transaction currencies.	Calculated for each transaction currency.	No grand totals are calculated because there are multiple transaction currencies.
Supplier/Business Unit	Selected Foreign Currency	No grouping is required because all vouchers are converted into the selected foreign currency.	Calculated for each business unit.	Calculated for each supplier.

Process Scheduler Options

When you click the **Run** button, the Process Scheduler Request page lists the processes that generate a liability report. You can load data and generate a report or merely generate the report. This table lists the options, depending on the report that you select:

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Process List Option	Description
Open Liability Data & Reports	Loads data into the report tables based upon run request parameters and generates the Payables Open Liability report.
Open Liability Report Only	Generates the Payables Open Liability report using data that is already loaded into report tables. Use this option when data is already loaded and when only the report format options have been changed since the last data load. **Note:** You must run the Open Liability Data Application Engine process (AP_APY1406) if the as-of date, as-of date type, business unit options, or supplier options parameters change.

Supplier Liability Aging Page

Use the Supplier Liability Aging page (RUN_APY1406) to specify run control and reporting parameters to generate Supplier Liability Aging (APY1408) reports.

The reporting parameters are similar to the Payables Open Liability (APY1406) reports, except that you specify an aging cycle ID.

Navigation:

Accounts Payable, and then **Reports**, and then **Voucher Reconciliation**, and then **Supplier Liability Aging**

> **Note**
>
> This page is similar to the Payables Open Liability page, with the exception of the **Aging Cycle ID** field and the report table and report generated.

Field or Control	Description
Aging Cycle ID	Select an aging cycle to specify the aging categories that group overdue columns in the report.

Process Scheduler Options

When you click the **Run** button, the Process Scheduler Request page lists the processes that generate a liability report. You can load data and generate a report or just generate the report. This table describes options, depending on the report that you select:

Process List Option	Description
Supplier Liab Aging Data & Report	Loads data into the report tables based upon run request parameters and generates the Supplier Liability Aging report.

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Process List Option	Description
Supplier Liab Aging Report Only	Generates the Supplier Liability Aging report using data that is already loaded into report tables. Use this option when data is already loaded and when only the report format options have been changed since the last data load. **Note:** You must run the Supplier Liab Aging Data Application Engine process (AP_APY1408) if the as-of date, as-of date type, business unit options, or supplier options parameters change.

Related Topics

- Payables Open Liability Page
  Use the Payables Open Liability page (RUN_APY1406) to specify run control and reporting parameters to generate Payables Open Liability (APY1406) reports.

Creating Reconciliation Reports

Pages Used to Create Reconciliation Reports

Page Name	Definition Name	Usage
Payables Open Liability Reconciliation Page	RUN_APY1405	Specify run control and reporting parameters to generate Payable Open Liability Reconciliation (APY1400 and APY1405) reports. Create a detail report, a summary report, or both during processing.
AP/GL Account Reconciliation Page (accounts payable and general ledger account reconciliation)	APGL_RECN_REQ2	Specify run control and reporting parameters to generate AP/GL Account Reconciliation (APY1420) reports.
AP/GL Journal Reconciliation Page (accounts payable and general ledger journal reconciliation)	APGL_RECN_REQ1	Specify run control and reporting parameters to generate AP/GL Journal Reconciliation (APY1410) reports.

Payables Open Liability Reconciliation Page

Use the Payables Open Liability Reconciliation page (RUN_APY1405) to specify run control and reporting parameters to generate Payable Open Liability Reconciliation (APY1400 and APY1405) reports.

Create a detail report, a summary report, or both during processing.

Navigation:

Accounts Payable, and then **Reports**, and then **Voucher Reconciliation**, and then **Open Liability Reconciliation**, and then **Payables Open Liability Reconciliation**

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Field or Control	Description
Request ID	Enter an ID that comprises any combination of characters.
As Of Date	Enter a date for the period that you are processing. This field is compared to the journal date.
Business Unit Option	Select *All* to create a report for all business units for the time period you specified. Select *Value* to specify any number of general ledger business unit rows on which to report.

Process Scheduler Options

When you click the **Run** button, the Process Scheduler Request page lists the processes that generate an open liability reconciliation report. The following options enable you to load data and generate a report or merely generate a report:

Process List Option	Description
APGL Open Liab Recon Data/Rept	Loads data into the report tables based upon run request parameters and generates both summary and detail versions of the Payables Open Liability Reconciliation report.
Summary AP/GL Open Liability	Generates a summary version of the Payables Open Liability Reconciliation report using data that is already loaded into report tables. Use this option only when data is already loaded.
Detail AP/GL Open Liability	Generates a detailed version of the Payables Open Liability Reconciliation report using data that is already loaded into report tables. Use this option only when data is already loaded.

AP/GL Account Reconciliation Page

Use the AP/GL Account Reconciliation (accounts payable and general ledger account reconciliation) page (APGL_RECN_REQ2) to specify run control and reporting parameters to generate AP/GL Account Reconciliation (APY1420) reports.

Navigation:

Accounts Payable, and then **Reports**, and then **Voucher Reconciliation**, and then **AP/GL Account Recon Request**, and then **AP/GL Account Reconciliation**

Field or Control	Description
Business Unit	Select a business unit for the time period that you specify.
Ledger and **Account**	Select the general ledger and account for the journal entries that you want to include in the report.
Accounting Period	Enter the accounting period for which you want to create a report.

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Field or Control	Description
Fiscal Year	Enter the four-digit fiscal year for the accounting period for which you want to create a report.

Process Scheduler Options

When you click the **Run** button, the Process Scheduler Request page lists the processes that generate a reconciliation report. The following options enable you to load data and generate a report or merely generate a report:

Process List Option	Description
AP GL Accnt Recon Data & Rept	Loads data into the report tables based upon run request parameters and generates the AP/GL Account Reconciliation report.
AP/GL Account Reconciliation	Generates the AP/GL Account Reconciliation report using data that is already loaded into report tables. Use this option only when data is already loaded.

AP/GL Journal Reconciliation Page

Use the AP/GL Journal Reconciliation (accounts payable and general ledger journal reconciliation) page (APGL_RECN_REQ1) to specify run control and reporting parameters to generate AP/GL Journal Reconciliation (APY1410) reports.

Navigation:

Accounts Payable, and then **Reports**, and then **Voucher Reconciliation**, and then **AP/GL Journal Recon Request**, and then **AP/GL Journal Reconciliation**

Field or Control	Description
Report Option	Specify how you want to organize the report data. Options are: *Accounting Period:* Include detail in the report by accounting period. If you select this option, the **Accounting Period** and the **Fiscal Year** fields become active. *Journal Date:* Include detail in the report by journal date. If you select this option, the **Journal Date** field becomes active. *Journal ID:* Include detail in the report by journal ID. If you select this option, the **GL Journal ID** field becomes active.
Journal ID	Enter the general ledger journal ID for which you want to create a report. This field is active only if you select the *Journal ID* report option.
Journal Date	Enter the journal date for which you want to create a report. This field is active only if you select the *Journal Date* report option.

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Field or Control	Description
Accounting Period	Enter the accounting period for which you want to create a report. This field is active only if you select the *Accounting Period* report option.
Fiscal Year	Enter the four-digit fiscal year for the accounting period for which you want to create a report. This field is active only if you select the *Accounting Period* report option.

Process Scheduler Options

When you click the **Run** button, the Process Scheduler Request page lists the processes that generate a reconciliation report. The following options enable you to load data and generate a report or merely generate a report:

Process List Option	Description
AP GL Journal Recon Data & Rpt	Loads data into the report tables based upon run request parameters and generates the AP/GL Journal Reconciliation report.
AP/GL Journal Reconciliation	Generates the AP/GL Journal Reconciliation report using data that is already loaded into report tables. Use this option only when data is already loaded.

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Reviewing Voucher, Payment, and Supplier Information

Understanding Voucher, Payment, and Supplier Inquiries

PeopleSoft Payables provides numerous inquiry pages and reports that enable you to access your voucher, payment, and supplier information how and when you need it. The inquiry pages in particular can be very useful when your customers call and want you to track down information for them.

Using Voucher Information to Access Payment Detail

What if a supplier calls looking for an outstanding invoice? The supplier won't have any of the information that has become part of the voucher (such as voucher ID), but only raw data as it appears on their invoice. How do you find the information they are requesting? In this instance, you would:

1. Use the Voucher Inquiry page to search for vouchers by supplier and supplier invoice number.
2. Drill down to the Scheduled Payment Inquiry page to view the scheduled payment details for the vouchers (such as payment method, scheduled pay date, and approval status).
3. Drill down to the Voucher Payment Detail page to access detail on the payment itself (such as bank, payment date, payment amount, currency, and payment status).
4. Drill down to the Voucher Detail Lines Display page to view invoice and distribution line level detail for the vouchers (such as General Ledger business unit, ChartFields, and line amounts).

You can continue to drill down from the inquiry pages to more detailed information.

Using Payment Information to Access Voucher Detail

What if a supplier calls and asks you which invoices were included on a check they have received? The advice may have become separated from the check itself, making it impossible for them to enter reconciling entries in Account Receivable. In this instance you would:

1. Use the Payment Inquiry page to search for payments by supplier name and check amount, or payment method.
2. Drill down to the Vouchers For a Payment page to view payment details (such as supplier address, reconciliation date, voucher ID, paid amount, and currency).

You can continue to drill down from the inquiry pages to more detailed information.

In addition to being interconnected, enabling you to access payment information for a voucher, or voucher information for a payment, these interconnected pages also enable you to:

- Enter ranges to limit the data returned.
- Personalize sorts by field or in ascending or descending order.
- Navigate back and forth between pages quickly with hyperlinks.

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Common Elements Used in Voucher, Payment, and Supplier Inquiries

Field or Control	Description
Amount Rule	Enter an amount rule and a value in the Amount field. To search on a particular voucher amount, specify how you are comparing your search to that amount. Options include: *Any*, *Equal to*, *Greater than*, *Greater than or equal to*, *Less than*, *Less than or equal to*.
Financial Sanctions Status	Select a supplier's financial sanctions status. This field is applicable when you have enabled financial sanction editing either at the installation level on the Installations Options - Payables page or at the bank level on the Bank Information page. Options include: • *Blocked:* The supplier has been positively identified as being a match to a financial sanctions list (for example, the Specially Designated Nationals (SDN) list). • *Cleared:* The supplier was reviewed and determined that it is not a match to a financial sanctions list. • *Review:* The supplier is a potential match to a financial sanctions list and needs further review. • *Valid:* The supplier is not a potential match to a financial sanctions list. The system sets this status initially for all suppliers before any validation occurs.
Max Rows (maximum rows)	Enter the maximum rows to be retrieved in the main search for each component. Maximum rows that can be retrieved are 300.

Reviewing Voucher Information

You can review vouchers using several inquiry pages and reports.

Pages Used to Review Voucher Information

Page Name	Definition Name	Usage
Voucher Search Page	VCHR_SRCH_WRK	Perform a quick search when little data is known. See Voucher Search Page
Voucher Inquiry Page	AP_VOUCHER_INQUIRY	Search for and review status of a voucher and any payment information.

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Page Name	Definition Name	Usage
Voucher Details Page	AP_VCHR_LN_DET_DSP	View voucher line and distribution line detail. You can also view attachments and comments related to this voucher. See Voucher Inquiry Page
Voucher Payment Detail Page	VCHR_PYMNT_INQ	View information about the payments that make up a voucher.
Scheduled Payment Inquiry Page	AP_SCHD_PYMNT_INQ	View the scheduled payments details.
Rejected Vouchers Page	VNDR_PAYINQ_RJCT	View vouchers that have a status of *Rejected.* See Scheduled Payment Inquiry Page

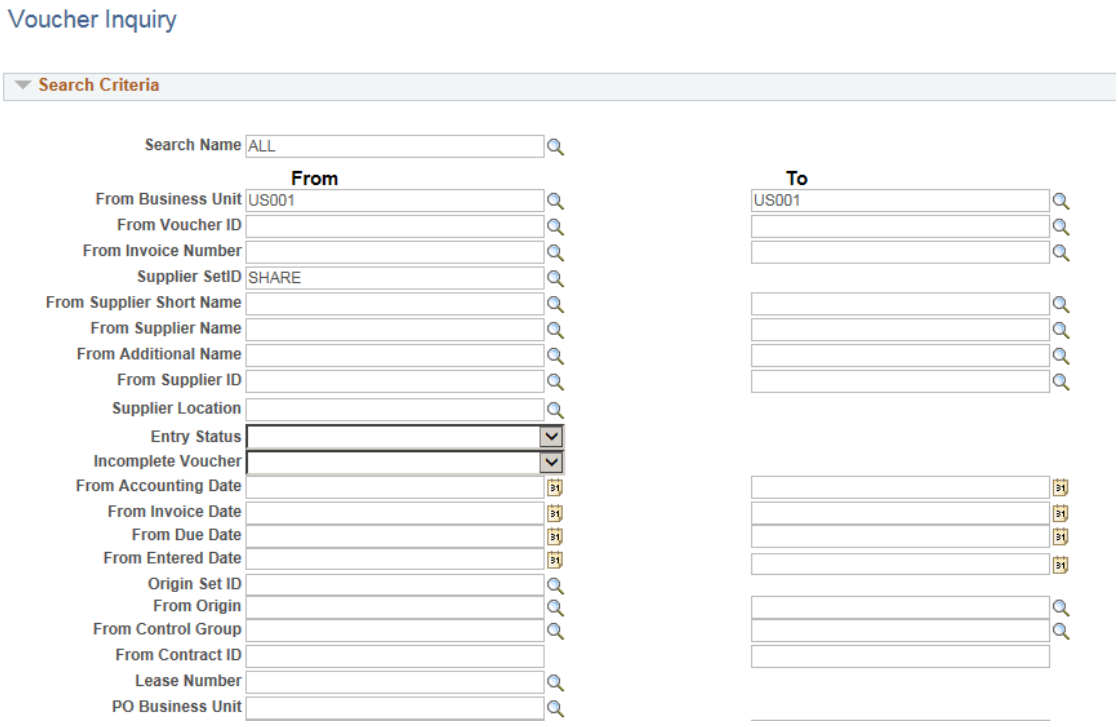
Voucher Inquiry Page

Use the Voucher Inquiry page (AP_VOUCHER_INQUIRY) to search for and review status of a voucher and any payment information.

Navigation:

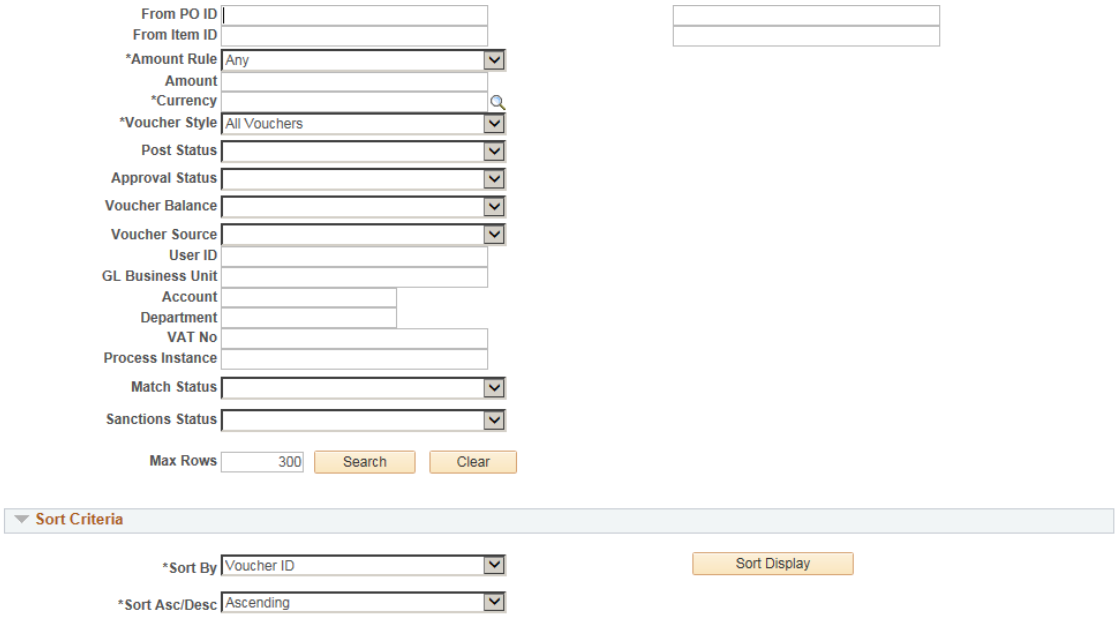
Accounts Payable, and then **Review Accounts Payable Info**, and then **Vouchers**, and then **Voucher**, and then **Voucher Inquiry**

This example illustrates the fields and controls on the Voucher Inquiry page (1 of 3). You can find definitions for the fields and controls later on this page.

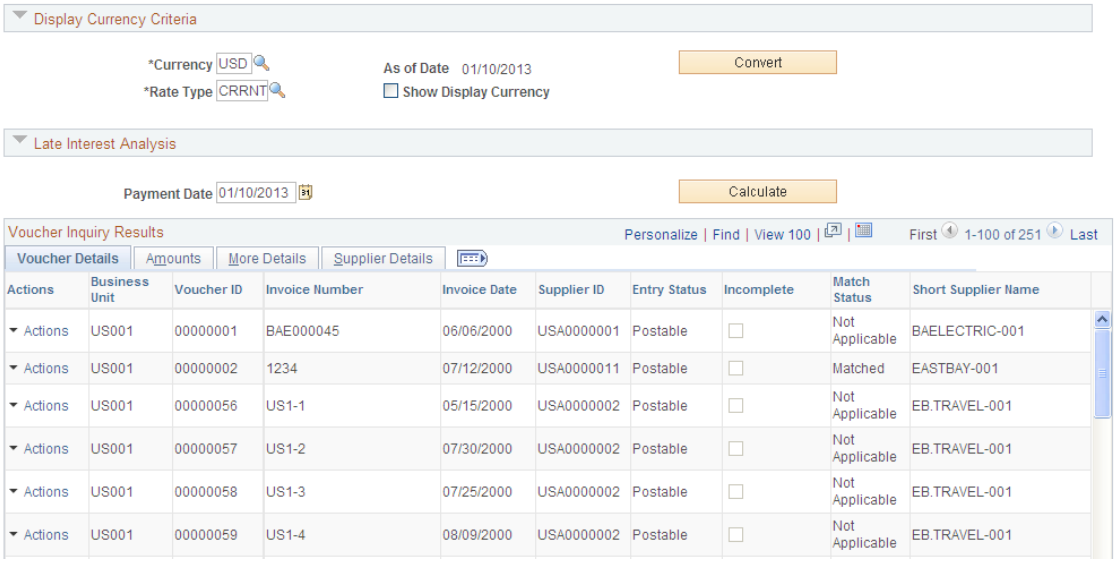


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This example illustrates the fields and controls on the Voucher Inquiry page (2 of 3). You can find definitions for the fields and controls later on this page.



This example illustrates the fields and controls on the Voucher Inquiry page (3 of 3). You can find definitions for the fields and controls later on this page.



> **Note**
>
> Multiple views of this page are available by clicking the tabs in the scroll area. Fields that are common to all views are documented first.

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Search Criteria

Enter search criteria to create your request.

> **Note**
>
> The screenshot displays all the fields that can display. Actual search criteria fields that appear are dependent on fields specified on the Named Search Criteria List page.

See Setting Up Inquiry Search Criteria.

Field or Control	Description
From Business Unit and **To Business Unit**	Enter a business unit or a range of business units to be used in your search. A business unit is required. You must specify at least one other search criteria. If only the business unit is known, use the Voucher Search page. If you search on a range of business units, you cannot search on either a Voucher ID or an Invoice number.
From Short Name and **To Short Name**	Enter a supplier short name or range of supplier short names to be used in your search. Once a name is entered in the **From Supplier Short Name** field, the **To Supplier Short Name** field is populated and available for entry. Once you enter a name in the **From Supplier Short Name** field, both supplier ID fields are populated but are unavailable for entry. If you search for a range of supplier short names you cannot search on a supplier location in the same search.
From Supplier ID and **To Supplier ID**	Enter a supplier ID or range of supplier IDs to be used in your search. Once a number is entered in the **From Supplier ID** field, the **To Supplier ID** is populated and available for entry. To search on a range of supplier ID numbers, use both fields. To search on one supplier ID number, use the **From Supplier ID** field and leave the **To Supplier ID** field blank. Once you enter a supplier ID in the **From Supplier ID** field, the supplier name fields are not populated but are unavailable for entry. If you search for a range of supplier IDs, you cannot search on a supplier location in the same search.
Entry Status	Select the overall voucher status.
Lease Number	Enter the lease number for a lease payment voucher. This field displays only when you have also installed the Lease Administration module.

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Field or Control	Description
Voucher Style	Select a voucher style. Options include specific voucher styles, all vouchers, and all vouchers except prepaid and single pay vouchers.
Post Status	Select a voucher post status. Options include: *NotApplied, Posted,* or *Unposted.*
Approval Status	Select an approval status. Options include: *Approved, Denied,* or *Unapproved.*
Voucher Balance	Select a voucher balance option. Options include: *Balance Remains* or *No Balance Remains.*
Voucher Source	Select the original data source for the voucher or leave blank to select all sources.
Match Status	Select a specific match status of the voucher.
Max Rows	Enter the maximum amount of rows for the system to display. The system will initially count the number of rows returned by the search criteria, and if this number is larger than the amount entered in this field, a message will display asking if the system should continue searching additional data rows. If you click OK, the system will sort the rows based on the sort criteria selected and display only the maximum. If you select Cancel, you can return to the search page to enter additional search criteria to further reduce the number of results.

Sort Criteria

Field or Control	Description
Sort By	Enter the field you want to sort by and select a sort order of *Ascending* or *Descending.* Double click on any column header and you can also resort the search results.

Display Currency Criteria

Field or Control	Description
Currency	Enter the type of currency in which you want your data to display. This field is populated from the operator preferences but you can edit it. The system converts all of the payments shown to this currency.
Rate Type	Enter to convert the amounts that use the exchange rate for the type of currency you selected.
Show Display Currency	Select if you want to convert all amounts to one consistent currency type for display purposes.

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Field or Control	Description
Convert	Click to activate the search on the payments that match your selection criteria and to convert the display, if you chose to.

Late Interest Analysis

Field or Control	Description
Payment Date	Enter a "what-if" payment date.
Calculate	Click to calculate late interest charges for overdue vouchers.

Voucher Inquiry Results

Once you generate your search, the results appear at the bottom of the page.

Voucher Details Tab

Field or Control	Description
Accounting Entries	Click the button to access the Voucher Accounting Entries page in a separate window, where you can view detailed information about a voucher's associated accounting entries while still reviewing the voucher inquiry search results.
Match Workbench	Click the button to access one of the Match Workbench inquiry pages in a separate window, where you can view detailed information about matched documents for the selected voucher while still reviewing the voucher inquiry search results. The inquiry page you access is dependent on the match status of the voucher.
Payment Information	Click the button to access the Voucher Payment Detail page, where you can view more detailed information about a voucher payment.
Scheduled Payments	Click the button to access the Scheduled Payment Inquiry page, where you can retrieve scheduled payment information for a supplier or a group of suppliers.
Voucher Image	Click the button to access the invoice image, which was used to create a voucher using a third party imaging solution. **Note:** The button is available only if Document Content Management Interface is enabled on the Application Fundamentals: Installation Options - Payables Page, and the voucher source is Document Management Interface.

Amounts Tab

Lists the various amounts and charges of the voucher.

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Field or Control	Description
Gross Invoice Amount	Displays the total invoice amount, including any nonmerchandise amounts.
Voucher Unpaid Balance	Displays the unpaid balance amount remaining on the voucher.
Unapplied Prepayments	Displays the total unapplied prepayments for the voucher.
Total Non-Merch (total nonmerchandise)	Displays total amount of gross invoice amount allocated to sales tax, use tax, freight tax, and miscellaneous tax.
Entered VAT	Displays the VAT amount entered on the voucher header.
Gross Amount Paid	Displays the actual amount paid on this voucher.
Net Amount Paid	Displays the gross amount paid on this voucher, less any discount.

More Details Tab

Lists the various statuses of the voucher and the dates associated with the voucher.

Field or Control	Description
Detail Lines	Click the button to access the Voucher Details page, where you can view line and distribution line detail for the voucher.
Payment Request	Click the link for the desired Voucher ID to open the Review page and review the payment request created by the requester.

To access the Voucher Details page, click a **Detail Lines** button on the More Details tab of the Voucher Inquiry Results grid on the Voucher Inquiry page.

Related Topics

- Understanding Voucher Processing and the Voucher Life Cycle
  After you have set up all your control information, established your PeopleSoft Payables control hierarchy, and entered approved suppliers in the system, you are ready to enter vouchers into the system.
- PeopleSoft Source to Settle Common Information: Defining Late Interest Charges

Voucher Payment Detail Page

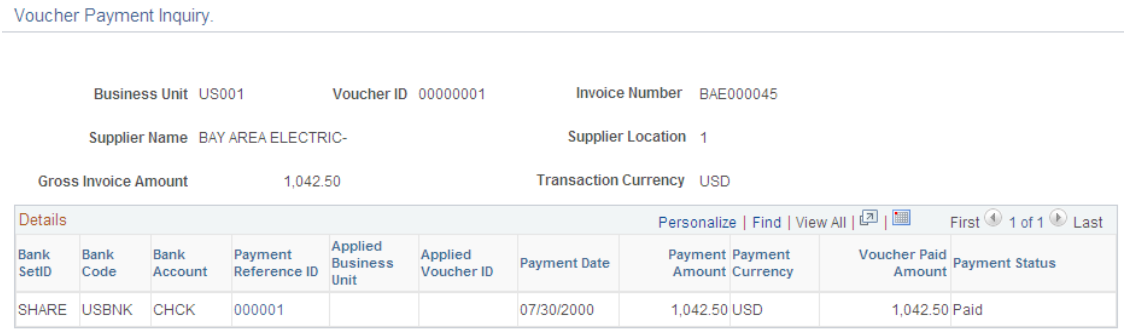
Use the Voucher Payment Detail page (VCHR_PYMNT_INQ) to view information about the payments that make up a voucher.

Navigation:

Click the **Payment Information** link on the Voucher Details tab of the Voucher Inquiry Results grid on the Voucher Inquiry page.

This example illustrates the fields and controls on the Voucher Payment Detail page.

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Voucher Payment Inquiry.

Business Unit US001 Voucher ID 00000001 Invoice Number BAE000045

Supplier Name BAY AREA ELECTRIC- Supplier Location 1

Gross Invoice Amount 1,042.50 Transaction Currency USD

Details Personalize | Find | View All | First 1 of 1 Last

Bank SetID	Bank Code	Bank Account	Payment Reference ID	Applied Business Unit	Applied Voucher ID	Payment Date	Payment Amount	Payment Currency	Voucher Paid Amount	Payment Status
SHARE	USBNK	CHCK	000001			07/30/2000	1,042.50	USD	1,042.50	Paid

Access the Voucher Payment Detail page from the Voucher Inquiry page.

Click the **Payment Reference ID** link to go to the Payment Inquiry Page.

Applied Business Unit and **Applied Voucher ID** only display information if the payment was made by the application of a prepaid voucher. These prepayment application lines do not have a payment reference ID or a payment date.

Click the **Back To Voucher Inquiry** link to return to the Voucher Inquiry page.

Scheduled Payment Inquiry Page

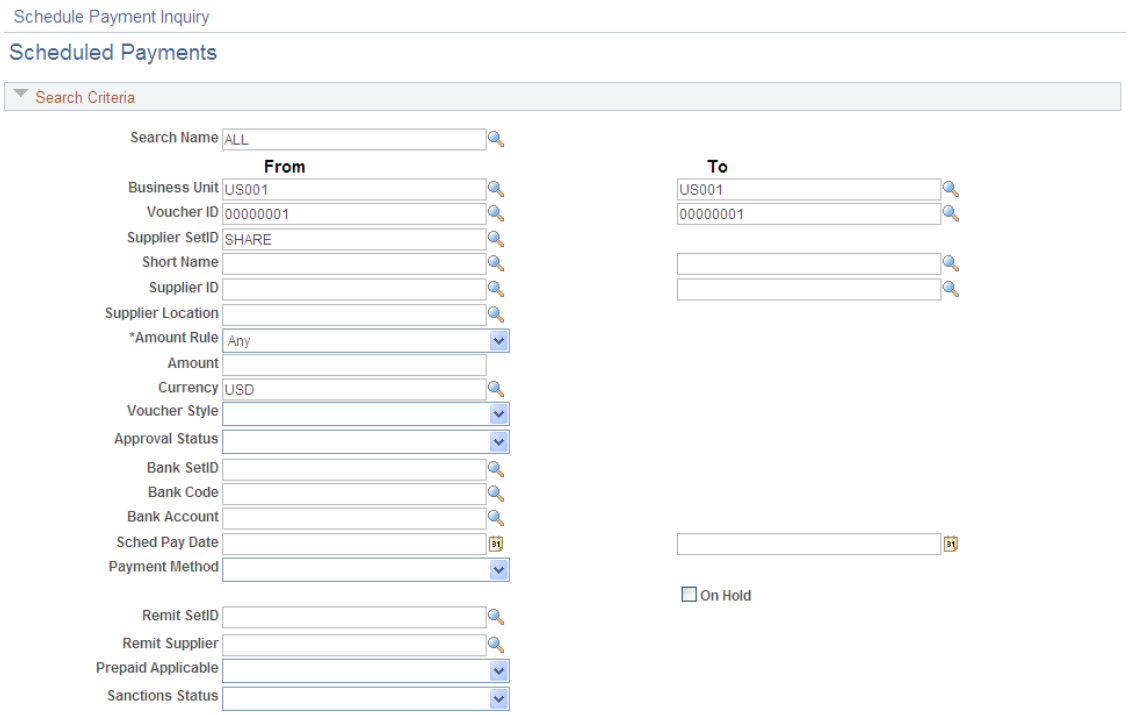
Use the Scheduled Payment Inquiry page (AP_SCHD_PYMNT_INQ) to view the scheduled payments details.

Navigation:

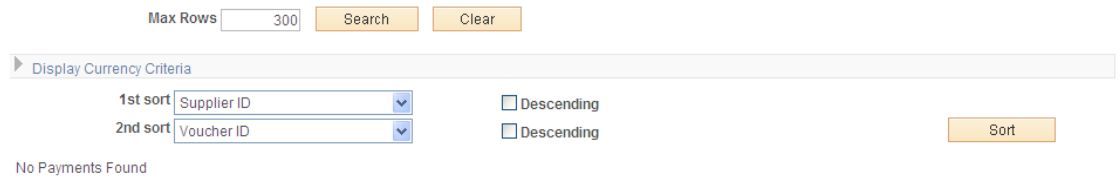
- Click the **Scheduled Payments** link on the Voucher Inquiry Results grid on the Voucher Inquiry page.
- **Accounts Payable**, and then **Review Accounts Payable Info**, and then **Supplier**, and then **Scheduled Payment**, and then **Scheduled Payment Inquiry**

This example illustrates the fields and controls on the Scheduled Payment Inquiry page (1 of 2). You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the Scheduled Payment Inquiry page (2 of 2). You can find definitions for the fields and controls later on this page.



Search Criteria

Enter the search criteria for your inquiry. There are some dependencies among search fields:

- You cannot search by both supplier ID and supplier short name.
- You must enter a supplier SetID to search by supplier.
- You must enter a remit supplier SetID to search by remit supplier.
- You must enter a bank SetID to search by bank and bank account.

All other fields can be used to search in any combination. Many fields enable you to search by single value or range of values.

Most fields in this region are similar to those discussed for the Voucher Inquiry page.

See Voucher Inquiry Page.

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> **Note**
>
> The screenshot displays all the fields that can display. Actual search criteria fields that appear are dependent on fields specified on the Named Search Criteria List page.

See Setting Up Inquiry Search Criteria.

Display Currency Criteria

You can convert the currency that appears in the results region to one common currency. You can enter your display currency criteria either before or after you click the **Search** button. Enter the currency code of the type of currency that you want your data to be displayed in. This field is automatically populated from the operator preferences, but you can edit it. The system converts all of the payments shown to this currency.

Select **Rate Type** to convert the amounts by using the exchange rate for the type of currency that you selected. Select the **Show Display Currency** check box to view additional information about the converted amounts. Today's date appears by default in the **As of Date** field. If you have already generated your search, click the **Convert** button to convert the display of your results.

> **Note**
>
> The **Convert** button *displays* the converted currencies; it does not convert them.

Sort Criteria

To sort your results, select the field or fields that you want to sort by, and select whether you want your inquiry sorted in descending order. Click the **Sort** button to generate the sort.

Schedule Payment Listing

Results appear in the Scheduled Payment Listing grid.

Field or Control	Description
Style	Displays the voucher style for this scheduled payment.
Voucher ID	Click the **Voucher ID** link to access the Voucher Inquiry page, where you can view more detailed information about the payments that make up this voucher.
Pymnt Nbr (payment number)	Displays the payment number for this scheduled payment. This is a system-generated number, not the payment reference number (that is, not a check number or its equivalent).
Scheduled to Pay	Displays the payment date scheduled for this payment.
Hold Payment	Displays as checked if there is a hold on the payment for this voucher.

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Field or Control	Description
(USF) IPAC Payment	Displays as checked if this payment is a payment to be processed through the U.S. Department of Treasury's IPAC system. This appears only if you are a U.S. Federal agency. See Understanding Federal Payment Processing.
Trans Currency (transaction currency)	Displays the type of currency that the transaction itself is in.
Display Gross Amount	Displays the gross amount, which appears in the converted currency. This field appears only if you select the Show Display Currency check box.
Display Currency	Displays the common currency in which the gross amount is calculated. This field appears only if you select the Show Display Currency check box.
Approval Status	Displays the approval status of the scheduled payment. Values are: *Approved, Pending,* and *Denied.*
Draft Sight Code	Displays the draft sight code that is associated with this scheduled payment.
Draft Scheduled Maturity Date	Displays the date on which the draft that is associated with this scheduled payment matures, if applicable.
Letter of Credit ID	Displays the letter of credit ID that is associated with this scheduled payment, if applicable.
Netting Reference ID	Displays the netting reference ID number that is associated with this scheduled payment, if applicable.
Total Display Gross Amount	Displays the gross amount, which appears in the converted currency. This field appears only if you select the Show Display Currency check box.

To access the Rejected Vouchers page, use the navigation: **Accounts Payable**, and then **Review Accounts Payable Info**, and then **Supplier**, and then **Rejected Vouchers**

Related Topics

- Understanding Pay Cycle Processing
  The Pay Cycle process is a flexible tool. You can review payments after specific processing steps—such as after payment selection and before payment creation—and correct exceptions before proceeding to the next step. Or you can run the Payment Selection and Payment Creation processes together if you do not need to review the payments after selection. If you have a large payment run and only a very small percentage of exceptions, you do not have to delay payment processing—you can continue the current pay cycle, resolve exceptions, and then process the payments in a different pay cycle run.
- Understanding Draft Processing
  This section discusses:
- Letters of Credit
  Letters of credit are commonly used in international trade as one of the safest means for establishing payment terms. It is an agreement issued by a bank at the request of its client

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and adds the bank's promise of payment to the client's promise. The letter of credit frequently requires congruity with a number of terms, conditions, or events before the supplier can collect payment.

Reviewing Payment Information

PeopleSoft Payables includes several inquiry pages and reports that enable you to examine the detail associated with your payments. The inquiry pages are just a starting point. You might find that you want to use PeopleTools to create additional inquiry pages that contain the data that you need organized in the manner that you desire.

Pages Used to Review Payment Information

Page Name	Definition Name	Usage
Payment Inquiry Page	PYMNT_INQ_SRCH	Search on payments using specific search criteria to create a list of detailed payment information or display a chart of payments by date.
Vouchers For a Payment Page	PYMNT_VCHR_DET_SEC	View more detailed information about a payment voucher.
Replaced Payments Page	PYMNT_RPLCD	View those payments for which you have replaced the payment reference number. Payment reference numbers are replaced when you recreate checks in a pay cycle.
Scheduled Payments on Hold Page	VNDR_PAYINQ_HLD	View vouchers that are scheduled for payment, yet are on hold.
Overdue Scheduled Payments Page	VNDR_PAYINQ_OVRDUE	View vouchers that are overdue for a supplier.

Payment Inquiry Page

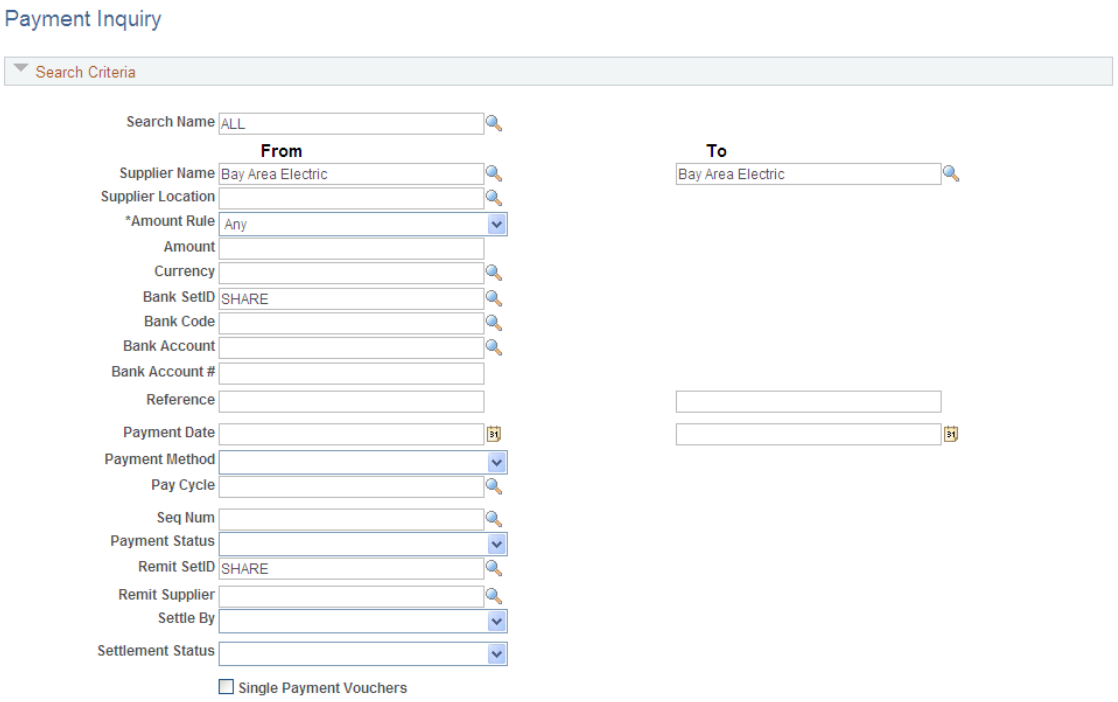
Use the Payment Inquiry page (PYMNT_INQ_SRCH) to search on payments using specific search criteria to create a list of detailed payment information or display a chart of payments by date.

Navigation:

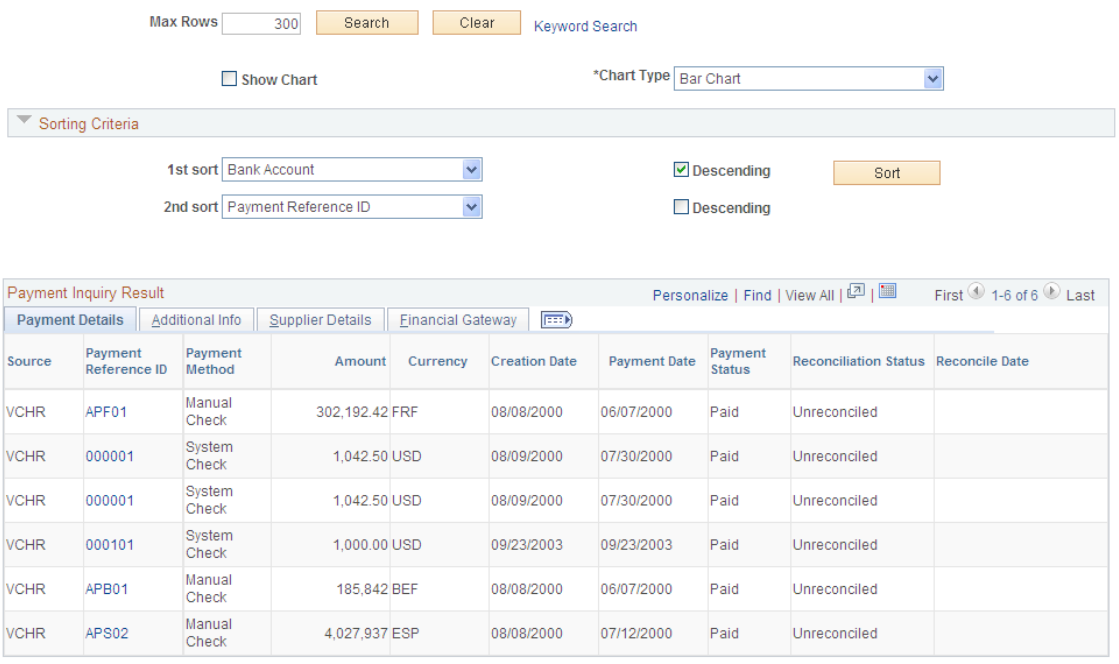
Accounts Payable, and then **Review Accounts Payable Info**, and then **Payments**, and then **Payment**, and then **Payment Inquiry**

This example illustrates the fields and controls on the Payment Inquiry page (1 of 3). You can find definitions for the fields and controls later on this page.

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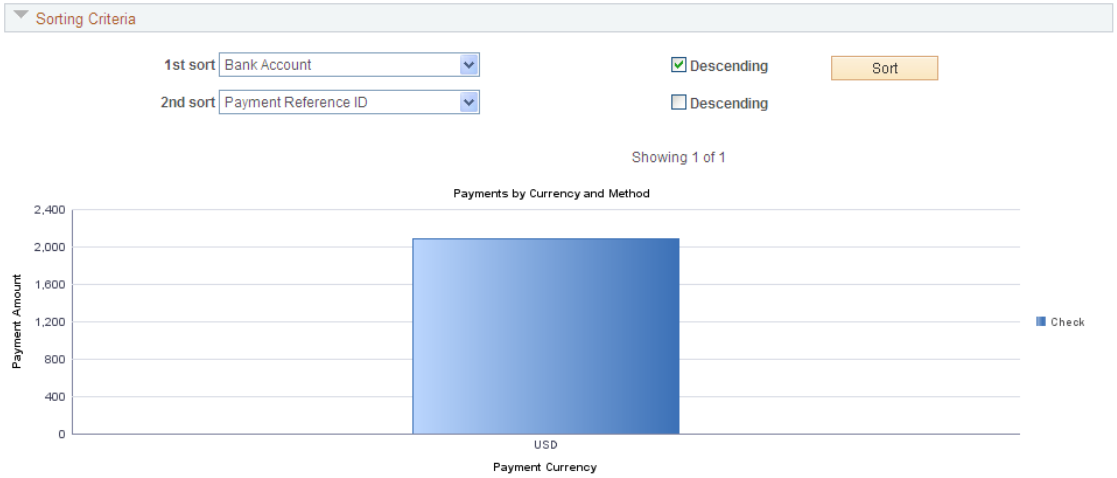


This example illustrates the fields and controls on the Payment Inquiry page (2 of 3). You can find definitions for the fields and controls later on this page.



This example illustrates the fields and controls on the Payment Inquiry page (3 of 3). You can find definitions for the fields and controls later on this page.

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> **Note**
>
> Multiple views of this page are available by clicking the tabs in the scroll area. Fields that are common to all views are documented first.

Search Criteria

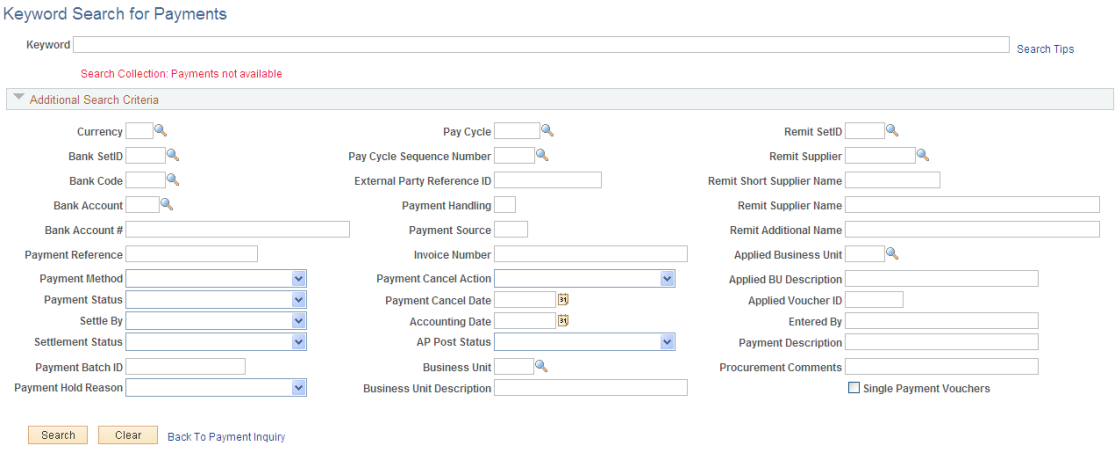
Field or Control	Description
From Payment Date and **To Payment Date**	Enter to search for a payment that was issued on a particular date or in a range of dates. When you select the **Show Chart** option, these are required fields.
Payment Status	Select a specific payment status. Options are as follows: *Alignment, Deleted, Escheated, Overflow, Paid, Pre-Note, Replaced, Same Ref* (same reference), *Stale, Stop, Undo,* or *Void.*
Settle by	Select a settlement method of *Gateway* or *Pay Cycle.*
Settlement Status	Select a settlement status. Options are: *Canceled, Error, Hold, Loaded, None, Paid, Received,* or *Send.*
Schedule ID	Enter a schedule ID number to review payments in a payment schedule. This field only displays if you enable federal payment schedules.
Single Payment Vouchers	Select to limit returned results to only single payment vouchers.

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Field or Control	Description
Show Chart	Select this option to display a summary of payments by amount and currency chart. The paid amount can only be displayed in one currency, which is the payment currency. Clicking a bar on the chart displays the list of payments that are represented on the chart. This option requires you to specify a date range in the **From Date** and **To Date** fields. The dates cannot span more than 31 days.
Chart Type	Select what kind of chart you want to display. The options are: *Bar Chart, Horizontal Bar, Horizontal Stacked Bar, Percentage Stacked Bar*, and *Stacked Bar*. After the chart is displayed, you can change this option and click the **Search** button to display the new chart type.
Max Rows	Enter the maximum number of rows that you want to appear in the grid. The maximum number of rows displayed is determined after the search criteria is applied and after the sort criteria is applied.
Keyword Search	Click on the Keyword Search link to view the component custom search page. You can search more fields compared to the standard tools search. The search can be performed only after the payments index is built. For more information on global search and search pages, see Application Fundamentals: Understanding Financials and Supply Chain Search, Application Fundamentals: Understanding Global Searches, Application Fundamentals: Understanding Keyword Search within Components, Application Fundamentals: Understanding Search Results, Application Fundamentals: Understanding Performance Considerations within Financial and Supply Chain Management Search, Application Fundamentals: Understanding the Build Index Process and Application Fundamentals: Understanding Search Attachments

This example illustrates the fields and controls on the Keyword Search for Payments.

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Sorting Criteria

Field or Control	Description
1st sort	Specify how your inquiry results will be sorted. The options are *Account, Amount, Currency, Date, Paycycle, Pymnt Ref* (payment reference), *Remit Vndr* (remit supplier), and *Supplier*. Select whether the data is to be sorted in **Descending** order.
2nd sort	Select a field to sort by in the **2nd sort** field for a more detailed sort within your first sort. Available choices are the same as for the first sort. Again, indicate whether the data is to be sorted in descending order.

Payment Details Tab

Field or Control	Description
Payment Reference ID	Click the payment reference ID number to access the Vouchers For a Payment page, where you can view the vouchers that make up this payment.
Reconciliation Status	Displays whether the payment has been reconciled.
Reconcile Date	Displays the reconciliation date if the payment has been reconciled.

Additional Info Tab

Lists the post status, cancel status, pay cycle, and bank information associated with the payment.

Supplier Details Tab

Lists the supplier name, location and address associated with the payment.

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Financial Gateway Tab

Lists summary information for payments settled through the Financial Gateway.

Field or Control	Description
Payment Details	Click to access the Review Payment Details page and review settlement detail information.

Related Topics

- Understanding Document Sequencing
  Statutory requirements in some countries require that all financial transactions *(documents)* be classified into different transaction types, and that within each transaction type, all documents entered be numbered sequentially. The Document Sequencing feature helps you maintain established business practices by meeting both of these requirements.
- Canceling Individual Payments
  This section provides an overview of payment cancellation with associated liabilities and discusses how to cancel a payment.

Vouchers For a Payment Page

Use the Vouchers For a Payment page (PYMNT_VCHR_DET_SEC) to view more detailed information about a payment voucher.

Navigation:

Click the **Payment Reference ID** link on the Payment Inquiry page.

This example illustrates the fields and controls on the Vouchers For a Payment page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
IBAN	PeopleSoft Payables cancellation processing logic for scenarios involving purchase orders and Commitment Control integration
Days Outstanding	Displays the number of days difference between the payment date and the due date for unreconciled payments.

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Field or Control	Description
Value Date	Displays when the funds actually clear the bank.
Approved By	Displays the person who approves the pay cycle. This is for Federal only and is set at the Pay Cycle Certification page.
Approval Date	Displays the date the pay cycle was approved. This field only displays when you enable the Federal Payments feature.
Treasury Chk # (Treasury check number)	Displays the check number that the U.S. Treasury issued to pay an obligation on behalf of an agency. This can also represent an electronic payment number issued by the U.S. Treasury via electronic funds transfer. This field only displays when you enable the Federal Payments feature.
Voucher ID	Click to access the Voucher Inquiry page, where you can view details for this voucher.

Replaced Payments Page

Use the Replaced Payments page (PYMNT_RPLCD) to view those payments for which you have replaced the payment reference number.

Payment reference numbers are replaced when you recreate checks in a pay cycle.

Navigation:

Accounts Payable, and then **Review Accounts Payable Info**, and then **Payments**, and then **Replaced Payments**

You must recreate checks in a pay cycle before using this page.

Field or Control	Description
Old Payment Ref (old payment reference)	Displays the payment reference number that was changed.
New Payment Ref (new payment reference)	Displays the current payment reference number.
	Click to access the Payment Inquiry page. Clicking this button next to the **Old Payment Reference** number transfers you to the Payment Inquiry page for that Reference number. Clicking this button next to the **New Payment Reference** number transfers you to the Payment Inquiry page for the current reference number.

Related Topics

- Restarting Pay Cycles and Re-creating Checks
  This section provides an overview of how to restart a pay cycle and discusses how to re-create and reprint checks.

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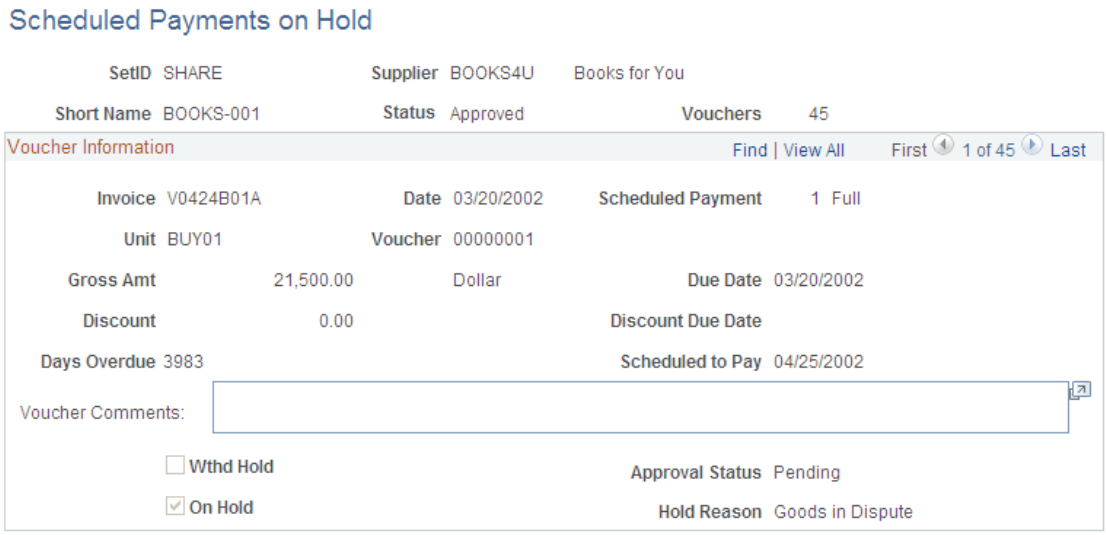
Scheduled Payments on Hold Page

Use the Scheduled Payments on Hold page (VNDR_PAYINQ_HLD) to view vouchers that are scheduled for payment, yet are on hold.

Navigation:

Accounts Payable, and then **Review Accounts Payable Info**, and then **Supplier**, and then **Scheduled Payments on Hold**

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



> **Note**
>
> This page displays vouchers that are on hold, on hold for withholding, pending approval, or denied approval.

Field or Control	Description
Vouchers	Displays the number of vouchers on hold for this supplier.
Scheduled Payment	Displays the ID of the payment that is on hold and whether full or partial payment will be made.
Scheduled to Pay	Displays the date that the payment is scheduled to be paid. This could be the Due Date, the Discount Due Date, or a more current date, if the voucher was entered after both of these dates.

Related Topics

- Understanding the Withholding Process
  This section discusses:

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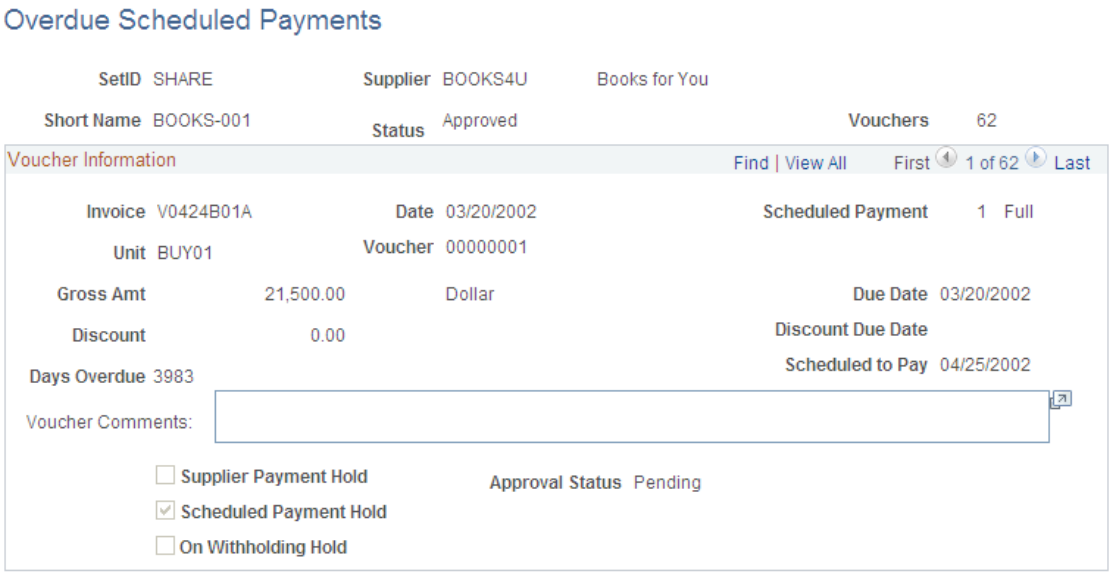
Overdue Scheduled Payments Page

Use the Overdue Scheduled Payments page (VNDR_PAYINQ_OVRDUE) to view vouchers that are overdue for a supplier.

Navigation:

Accounts Payable, and then **Review Accounts Payable Info**, and then **Supplier**, and then **Overdue Scheduled Payments**

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



Overdue scheduled payments must exist before you can access this page.

The fields on this page are similar to those on the Scheduled Payments on Hold page.

Field or Control	Description
Supplier Payment Hold	Displays as selected if the supplier was placed on hold in the Supplier component (VNDR_ID).
Scheduled Payment Hold	Displays as selected if the scheduled payment was placed on hold in the Voucher component (VCHR_EXPRESS).
On Withholding Hold	Displays as selected if a withholding exception is generated during the Pay Cycle Application Engine process (AP_APY2015).

Related Topics

- Scheduled Payments on Hold Page
  Use the Scheduled Payments on Hold page (VNDR_PAYINQ_HLD) to view vouchers that are scheduled for payment, yet are on hold.

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Locating Related Procurement Documents

With both PeopleSoft Payables and Purchasing installed, you can inquire and cross-reference related documents across the procure-to-pay business cycle, to tie all documents together for the same transaction flow. You have quick access to requisitions, purchase orders, receivers, and vouchers/payments associated with the requested voucher or payment ID. You can also see such things as post status, budget check status, match status, procurement group details and gross amount.

Pages Used to Locate Related Procurement Documents

Page Name	Definition Name	Usage
Voucher Document Status Page	PRCR_DOCSTAT_VCHR	Locate related documents starting from a voucher number.
Purchase Order Inquiry Page	PO_INQUIRY	View purchase order and related documentation information.
Purchase Order Inquiry - Purchase Order Page	PO_LINE_INQ	View purchase order information associated with the voucher. See Purchase Order Inquiry Page
Procurement Group Inquiry Page	PO_GRP_DOC_INQ	Review Procurement Group details and status in Asset Management, Purchasing, and Payables.
Payment Document Status Page	PRCR_DOCSTAT_PYMT	Locate related documents starting from a payment number.

Voucher Document Status Page

Use the Voucher Document Status page (PRCR_DOCSTAT_VCHR) to locate related documents starting from a voucher number.

Navigation:

Accounts Payable, and then **Review Accounts Payable Info**, and then **Vouchers**, and then **AP Voucher Document Status**, and then **Voucher Document Status**

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

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Field or Control	Description
Supplier ID	Click the **View Related Links** button to access the Supplier Information, Conversations, or Contact components (VNDR_ID, VNDR_CNVRSTN, or VENDOR_CONTACT, respectively).
Voucher ID	Click to access the Voucher Inquiry page in a separate browser.
Status	Click to access the Voucher Accounting Entries inquiry page in a separate browser. This link appears if the voucher posting status is *Posted*.
Document Tolerance Status	Click to access the Document Tolerance Exceptions page in a separate browser if the document tolerance status is *Error*.
Budget Misc Status (budget miscellaneous status)	Click to access the Voucher (NP) Exceptions page in a separate browser if the budget miscellaneous status is *Error*.
Budget Status	Click to access the Voucher Exceptions page in a separate browser if the budget status is *Error*.
Match Status	Click to access one of the Match Workbench pages in a separate browser. The inquiry you access is dependent on the voucher's match status. This link is only active for vouchers that require matching.

Documents Tab

Field or Control	Description
DOC ID (document ID)	Click to go to the inquiry page for that document in a separate browser. You access an inquiry page related to the document type you select. For example, for a PO, you access the Purchase Order Inquiry - Purchase Order page, but for a receipt, you access the Receipts page.
	Click to go to the Document Status Inquiry page for that document in a separate browser. For a PO, for example, it takes you to the PO Document Status page, which has links to related documents.

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Related Info Tab

This tab appears only if the transaction was posted or if the related vouchers require matching.

Field or Control	Description
Match Workbench	Click to access one of the Match Workbench pages in a separate browser. This link is only active for related vouchers that require matching. The inquiry you access is dependent on the related voucher's match status.
Accounting Entries	Click to access the Voucher Accounting Entries page in a separate browser. Payment accounting entries are based on vouchers. This link appears if the transaction was posted.

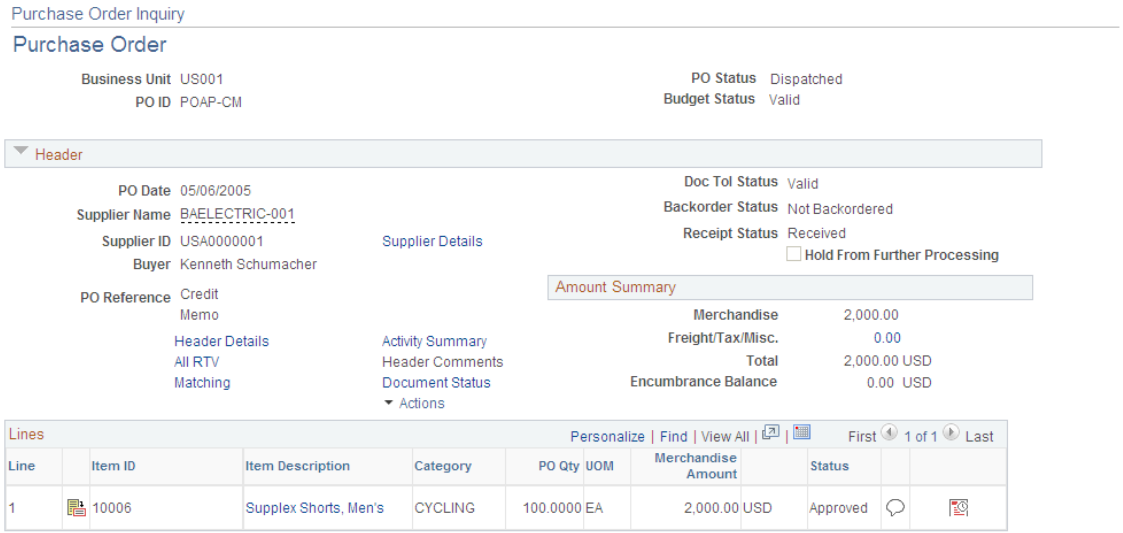
Reviewing Purchase Order Information

Use the Purchase Order Inquiry - Purchase Order page (PO_LINE_INQ) to view purchase order information associated with the voucher.

Navigation:

Click the DOC ID (document ID) link for a **Document Type** of *PO* on the Voucher Document Status page.

This example illustrates the fields and controls on the Purchase Order Inquiry- Purchase Order page.



Use the Purchase Order Inquiry - Purchase Order page (PO_LINE_INQ) to view purchase order information associated with the voucher.

Navigation:

Click the DOC ID (document ID) link for a **Document Type** of *PO* on the Voucher Document Status page.

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Related Topics

- PeopleSoft Purchasing: Purchase Order List Page

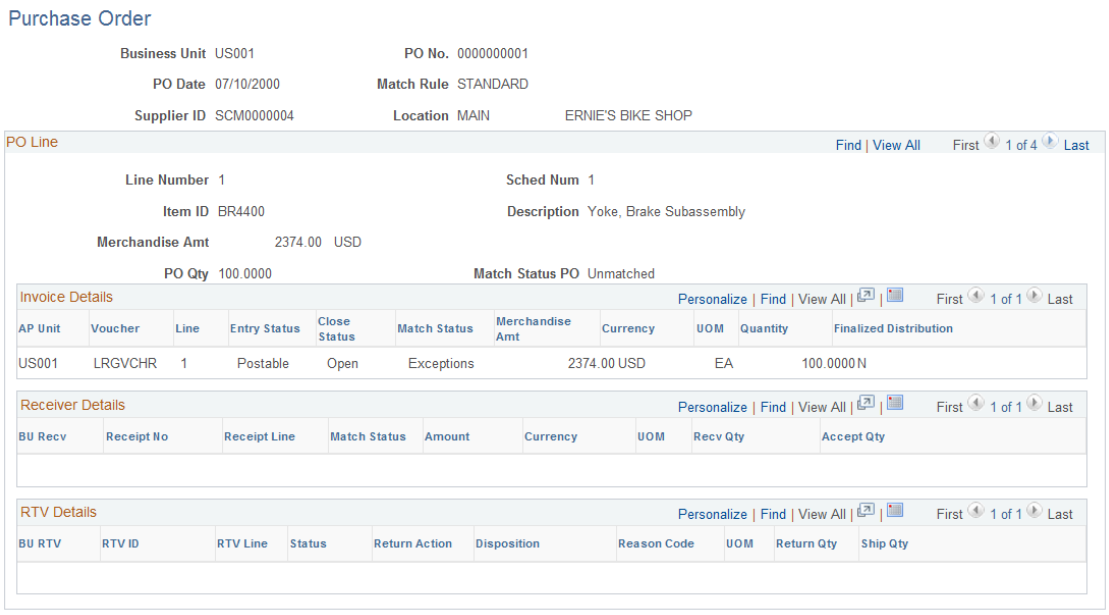
Purchase Order Inquiry Page

Use the Purchase Order Inquiry page (PO_INQUIRY) to view purchase order and related documentation information.

Navigation:

Accounts Payable, and then **Review Accounts Payable Info**, and then **Interfaces**, and then **Purchase Order**

This example illustrates the fields and controls on the Purchase Order Inquiry page.



You can search for purchase orders by business unit or by business unit and PO number, PO date, Supplier ID or Supplier short name.

To access the Purchase Order Inquiry - Purchase Order page, click the DOC ID (document ID) link for a **Document Type** of *PO* on the Voucher Document Status page.

Procurement Group Inquiry Page

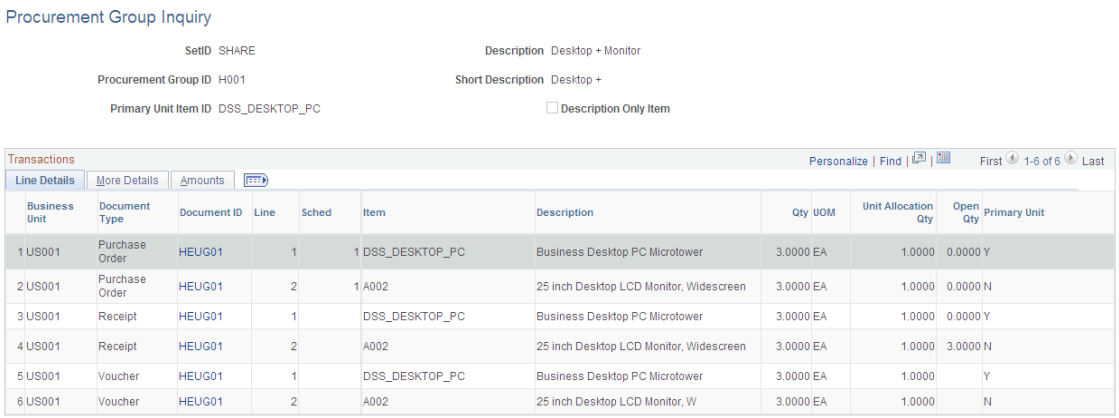
Use the Procurement Group Inquiry page (PO_GRP_DOC_INQ) to review procurement group details and statuses.

Navigation:

Accounts Payable, and then **Review Accounts Payable Info**, and then **Interfaces**, and then **Review Procurement Group**, and then **Procurement Group Inquiry**

This example illustrates the fields and controls on the Procurement Group Inquiry page.

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Procurement Group Inquiry

SetID SHARE Description Desktop + Monitor

Procurement Group ID H001 Short Description Desktop +

Primary Unit Item ID DSS_DESKTOP_PC Description Only Item

Transactions Personalize | Find | First 1-6 of 6 Last

Line Details | More Details | Amounts

	Business Unit	Document Type	Document ID	Line	Sched	Item	Description	Qty	UOM	Unit Allocation Qty	Open Qty	Primary Unit
1	US001	Purchase Order	HEUG01	1	1	DSS_DESKTOP_PC	Business Desktop PC Microtower	3.0000	EA	1.0000	0.0000	Y
2	US001	Purchase Order	HEUG01	2	1	A002	25 inch Desktop LCD Monitor, Widescreen	3.0000	EA	1.0000	0.0000	N
3	US001	Receipt	HEUG01	1		DSS_DESKTOP_PC	Business Desktop PC Microtower	3.0000	EA	1.0000	0.0000	Y
4	US001	Receipt	HEUG01	2		A002	25 inch Desktop LCD Monitor, Widescreen	3.0000	EA	1.0000	3.0000	N
5	US001	Voucher	HEUG01	1		DSS_DESKTOP_PC	Business Desktop PC Microtower	3.0000	EA	1.0000		Y
6	US001	Voucher	HEUG01	2		A002	25 inch Desktop LCD Monitor, W	3.0000	EA	1.0000		N

You can search for purchase orders by business unit or by business unit and PO number, PO date, Supplier ID or Supplier short name.

To facilitate the identification of procurement items that correspond to individual assets, Purchasing and eProcurement can assign a Procurement Group ID to multiple items that apply to one asset. As items are received, the new receipt lines display the Procurement Group details associated with the corresponding purchase order line. The receiving process allocates the received goods and services by asset for integration with Asset Management. The Procurement Group ID field is available in Payables. When copying purchase order or receipt information to a voucher, the Procurement Group ID is copied to the voucher line.

> **Note**
>
> The system prevents a PO Only copy in Payables for purchase orders that include procurement group fields as this could potentially cause interface issues with Asset Management. If receiving has been performed and the Purchase Order has a procurement group ID, you can copy from the Receipt to a Voucher, since the quantities are allocated to a specific distribution line (one-to-one relationship) and will not cause issues with the Asset Management interface.

Related Topics

- PeopleSoft Purchasing: Setting Up Procurement Groups
- Asset Lifecycle Management Fundamentals: Processing PeopleSoft Asset Management, Purchasing, and Payables Transactions

Payment Document Status Page

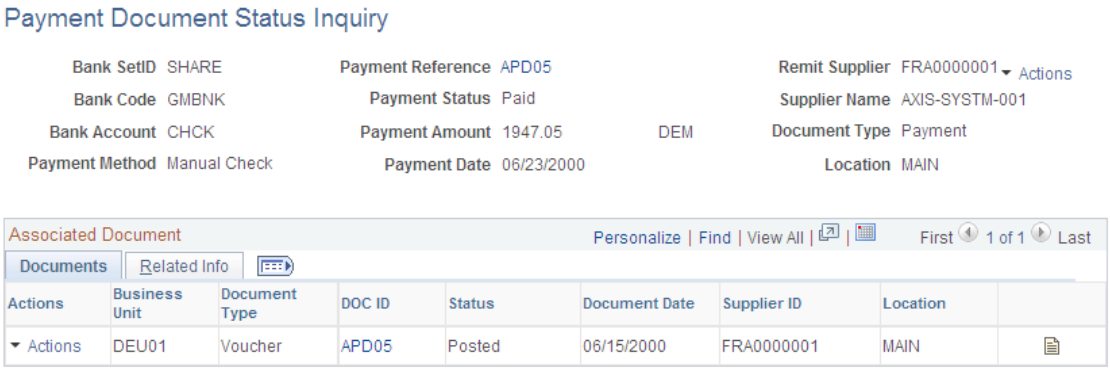
Use the Payment Document Status Inquiry page (PRCR_DOCSTAT_PYMT) to locate related documents starting from a payment number.

Navigation:

Accounts Payable, and then **Review Accounts Payable Info**, and then **Payments**, and then **AP Payments Document Status**, and then **Payment Document Status Inquiry**

This example illustrates the fields and controls on the Payment Document Status Inquiry page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Payment ID	Click to access the Payment Inquiry page in a separate browser instance.

Documents Tab

Field or Control	Description
DOC ID (document ID)	Click to access the inquiry page for that document in a separate browser. For example, for a voucher, the system takes you to the Voucher Inquiry page.
Status	Click to access the Voucher Accounting Entries inquiry page in a separate browser. This link appears if the voucher posting status is *Posted*.
Supplier ID	Click the **View Related Links** button to access the Supplier Information, Conversations, or Contact components.
	Click to access the Document Status Inquiry page for that document in a separate browser. For example, for a voucher, the system takes you to Voucher Document Status page.

Related Info Tab

This tab appears only if the transaction was posted or if the related vouchers require matching.

Field or Control	Description
Match Workbench	Click to access one of the Match Workbench pages in a separate browser. This link is only active for related vouchers that require matching. The inquiry you access is dependent on the related voucher's match status.
Accounting Entries	Click to go to the Accounting Entries Inquiry page in a separate browser. This link appears if the transaction was posted.

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Reviewing Supplier Information

Pages Used to Review Supplier Information

Page Name	Definition Name	Usage
Supplier Aging Page	AP_VNDR_AGING	Review the aging of different payments for a supplier or group of suppliers.
Past Due Aging Page	MTRC_AP_PAST_AGING	Display and review past due payments by voucher status in the form of a list or chart.
Scheduled Due Aging Page	MTRC_AP_SCHD_AGING	Display and review scheduled due payments by voucher status in the form of a list or chart.
Supplier Current Balances Page	AP_VNDR_BAL	Review the current payables balance for a supplier or group of suppliers.

Supplier Aging Page

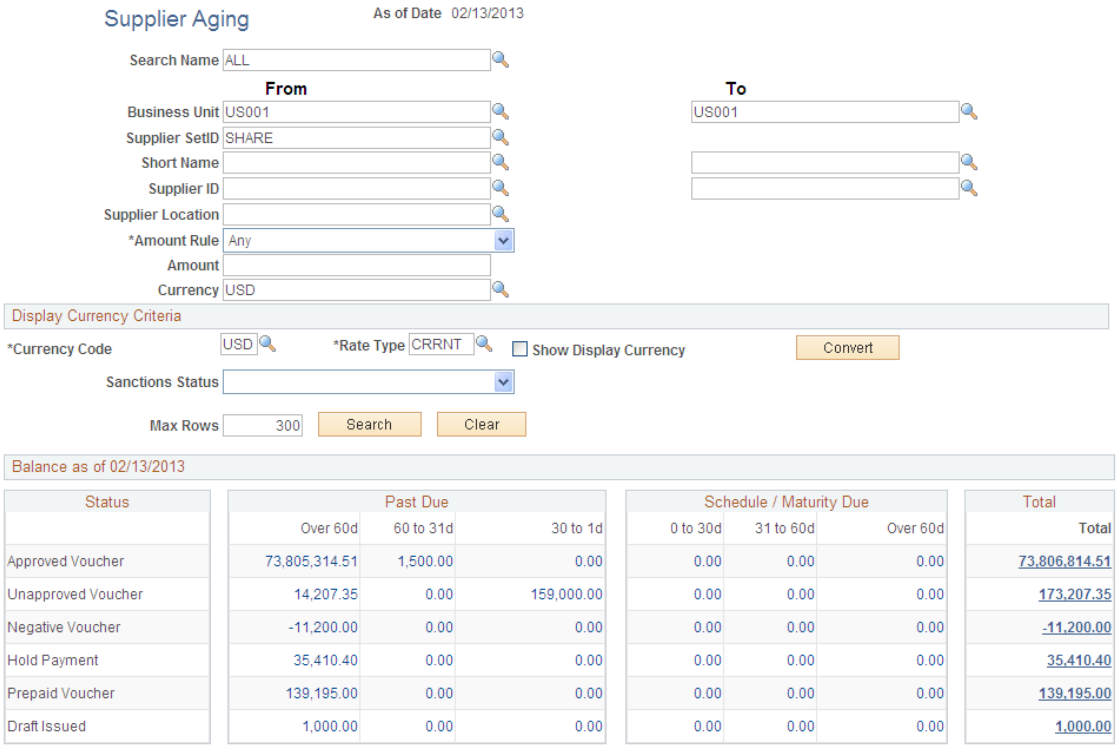
Use the Supplier Aging page (AP_VNDR_AGING) to review the aging of different payments for a supplier or group of suppliers.

Navigation:

Accounts Payable, and then **Review Accounts Payable Info**, and then **Supplier**, and then **AP Aging Reports**, and then **Supplier Aging**

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

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Search Criteria

Enter the search criteria for your inquiry. You can use any combination of the search criteria fields. You can search by single supplier ID, single supplier name, or a range of these values. Today's date appears by default in the **As of Date** field.

Display Currency Criteria

You can convert the currency that appears in the results region to one common currency. You can enter your display currency criteria either before or after you click the **Search** button. Enter the currency code of the type of currency in which you want your data to appear. This field is automatically populated from the operator preferences, but you can edit it. The system converts all of the payments shown to this currency. Select a rate type to convert the amounts that use the exchange rate for the type of currency that you selected. Select the **Show Display Currency** check box to view additional information about the converted amounts. If you have already generated your search, click the **Convert** button to convert the display of your results.

> **Note**
>
> The **Convert** button *displays* the converted currencies; it does not convert them.

Balance as of XX/XX/XXXX

Your inquiry results are broken down into these status categories: **Approved Voucher, Unapproved Voucher, Negative Voucher, Hold Payment, Prepaid Voucher,** and **Draft Issued.**

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> **Note**
>
> The **Prepaid Voucher** row displays unapplied amounts of *paid* prepayment vouchers.

If your search retrieves no data for a status category, the results region of the page displays *0.00* in each amount field.

For payments that fall into more than one category, such as an unapproved negative voucher, the following hierarchy applies:

1. Hold payments.
2. Negative vouchers.
3. Unapproved or approved vouchers.

In this hierarchy, *1* is the highest priority. For example, a negative voucher has a higher priority than an unapproved voucher, so a negative, unapproved voucher appears in the Negative Voucher column.

The columns in the following table refer to the scheduled date or maturity date of a voucher, payment, or draft

These fields display in the **Past Due** column.

Field or Control	Description
Past Due: Over 60d	Totals in this column refer to items that are more than 60 days past their scheduled date or maturity date.
Past Due: 60 to 31d	Totals in this column refer to items that are 31 days or more (up to 60 days) past their scheduled date or maturity date.
Past Due: 30 to 1d	Totals in this column refer to items that are 1 to 30 days past their scheduled date or maturity date.

These fields display in the **Schedule / Maturity Due** column.

Field or Control	Description
Schedule / Maturity Date: 0-30d	Totals in this column refer to items that are at their scheduled or maturity date or that have up to 30 days until their scheduled date or maturity date.
Schedule / Maturity Date: 31-60d	Totals in this column refer to items with 31 to 60 days before their scheduled date or maturity date.
Schedule / Maturity Date: Over 60d	Totals in this column refer to items with more than 60 days before their scheduled date or maturity date.

These fields display in the **Total** column.

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Field or Control	Description
Total	Total of all columns for each line.

Click the link in any cell containing your results to access the supplier Scheduled Payment Inquiry page, to view details for that value.

Related Topics

- Scheduled Payment Inquiry Page
  Use the Scheduled Payment Inquiry page (AP_SCHD_PYMNT_INQ) to view the scheduled payments details.

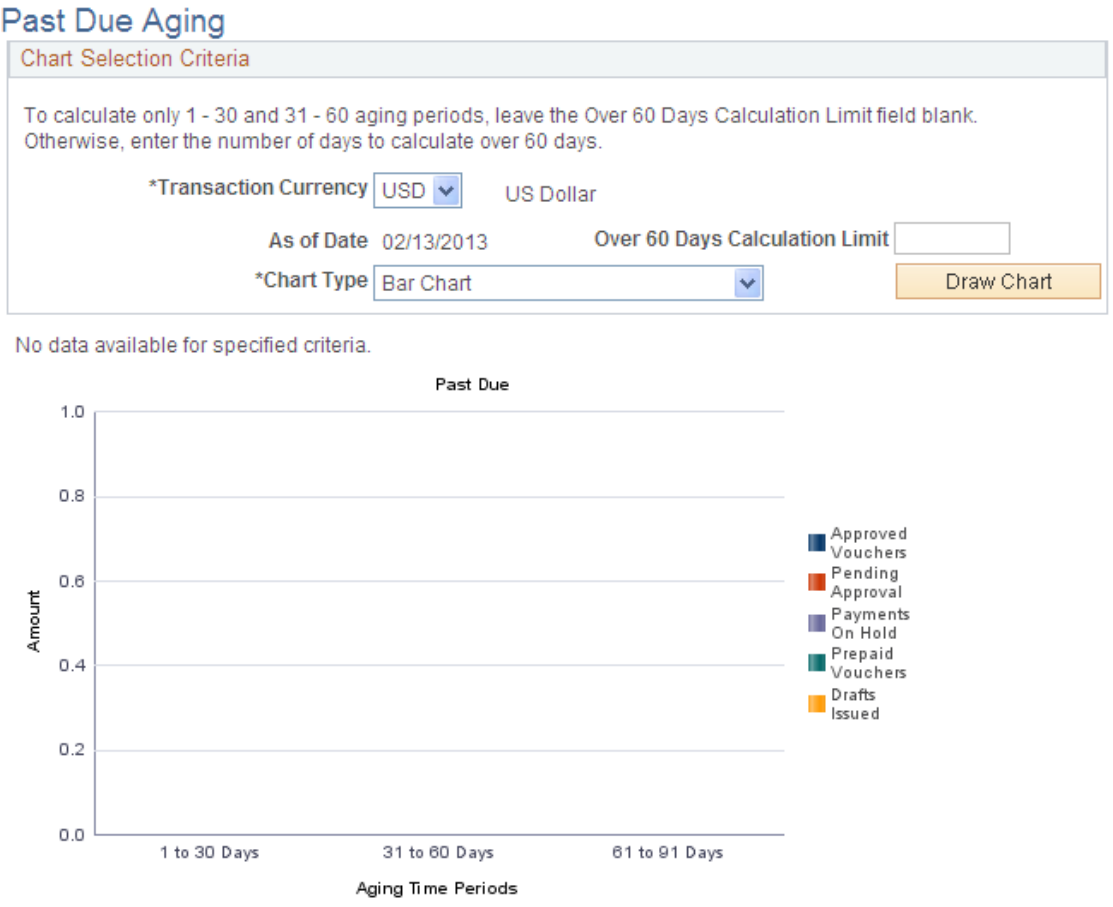
Past Due Aging Page

Use the Past Due Aging page (MTRC_AP_PAST_AGING) to display and review past due payments by voucher status in the form of a list or chart.

Navigation:

Accounts Payable, and then **Review Accounts Payable Info**, and then **Supplier**, and then **Past Due Aging Metric**, and then **Past Due Aging**

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



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This chart displays a summary of payments that are past due. Amounts that are to be paid are grouped by aging categories: 1 to 30 Days, 31 to 60 Days, and Over 60 Days. Click a bar on the graph to display the list of vouchers that are represented by that bar on the chart.

Field or Control	Description
Transaction Currency	Select the currency code in which you want to display past due amounts on the chart. Amounts can only be displayed in the transaction currency. Only payments in the currency you select are shown in the chart.
Chart Type	Select the kind of chart you want to display. Options are: *Bar Chart*, *Horizontal Bar*, *Horizontal Stacked Bar*, *Percentage Stacked Bar*, and *Stacked Bar*. After the chart appears, you can change this option and click the **Draw Chart** button to display the new chart type.

Past due payments are categorized by the status of the vouchers from which they derive their amounts. The following categories have particular characteristics:

- Prepaid vouchers reflect the available amount remaining to be applied.
- Drafts issued reflect amounts in drafts that have been created, but the draft maturity date has passed and the draft's status is still *Created* or *Approved.*

Scheduled Due Aging Page

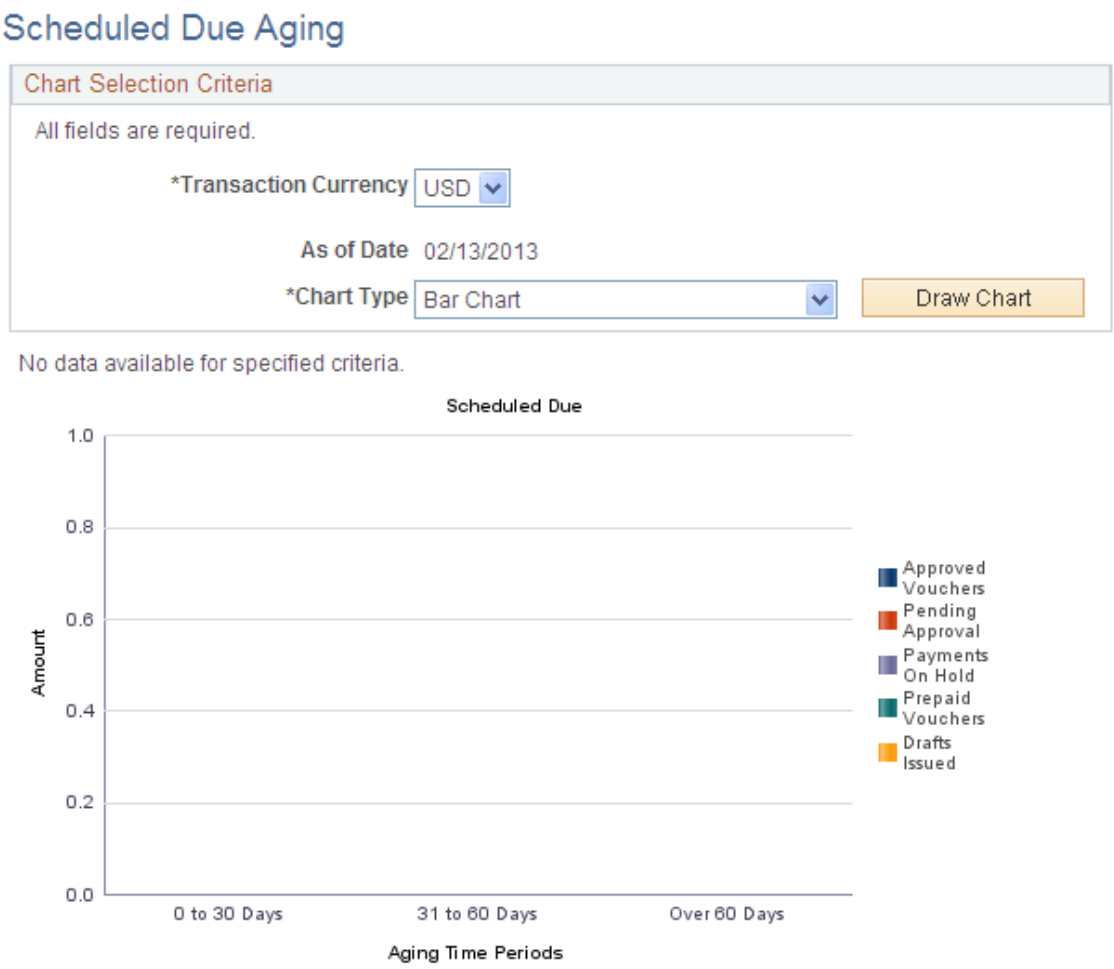
Use the Scheduled Due Aging page (MTRC_AP_SCHD_AGING) to display and review scheduled due payments by voucher status in the form of a list or chart.

Navigation:

Accounts Payable, and then **Review Accounts Payable Info**, and then **Supplier**, and then **Scheduled Due Aging Metric**, and then **Scheduled Due Aging**

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

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This chart displays a summary of scheduled payments. Amounts that are to be paid are grouped by aging categories: 1 to 30 Days, 31 to 60 Days, and Over 60 Days. Click a bar on the graph to display the list of vouchers that are represented by that bar on the chart.

Field or Control	Description
Transaction Currency	Select the currency code in which you want to display scheduled payment amounts on the chart. Amounts can only be displayed in the transaction currency. Only payments in the currency you select are shown in the chart.
Chart Type	Select what kind of chart you want to display. Options are: *Bar Chart, Horizontal Bar, Horizontal Stacked Bar, Percentage Stacked Bar,* and *Stacked Bar*. After the chart appears, you can change this option and click the **Draw Chart** button to display the new chart type.

Supplier Current Balances Page

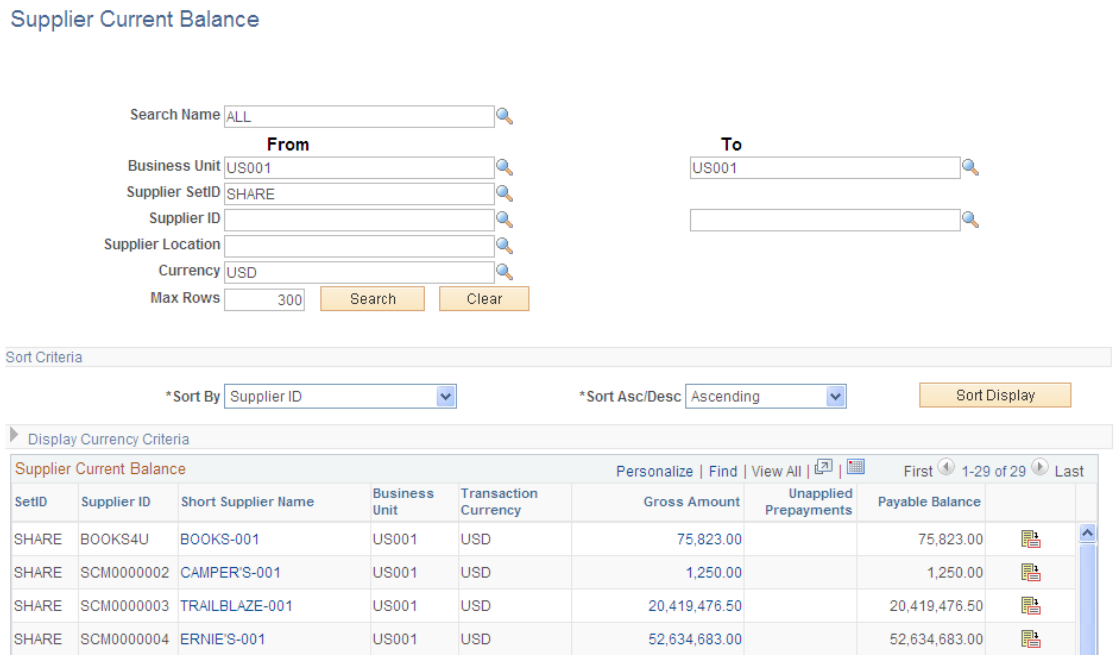
Use the Supplier Current Balances page (AP_VNDR_BAL) to review the current payables balance for a supplier or group of suppliers.

Navigation:

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Accounts Payable, and then **Review Accounts Payable Info**, and then **Supplier**, and then **Current Supplier Balance**, and then **Supplier Current Balances**

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



Search Criteria

Enter the search criteria for your inquiry. You cannot search by both supplier ID and supplier short name. If you do not search by business unit, you must search by supplier ID or supplier short name. You can search by single supplier ID, single supplier name, or a range of these values. Today's date appears by default in the **As of Date** field.

Sort Criteria

To sort your results, select the field that you want to sort by, and select whether you want your inquiry sorted in ascending or descending order. Click the **Sort** button to generate the sort.

Display Currency Criteria

You can convert the currency that appears in the results region to one common currency. You can enter your display currency criteria either before or after you click the **Search** button. Enter the currency code of the type of currency in which you want your data to be displayed. This field is automatically populated from the operator preferences, but you can edit it. The system converts all of the payments shown to this currency. Select a rate type to convert the amounts by using the exchange rate for the type of currency that you selected. Select the **Show Display Currency** check box to view additional information about the converted amounts. If you have already generated your search, click the **Convert** button to convert the display of your results.

> **Note**
>
> The **Convert** button *displays* the converted currencies; it does not convert them.

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Supplier Current Balances

Once you complete your inquiry, your results appear in this grid.

Field or Control	Description
Short Supplier Name	Click to open the Scheduled Payment Inquiry page, for a breakdown of details for this supplier that is independent of the selected business unit and transaction currency.
Gross Amount	Click to open the Scheduled Payment Inquiry page, for a breakdown of details for this supplier by business unit and transaction currency.
Unapplied Prepayments	Displays the available balance of any paid, unapplied prepayments. **Note:** Prepaid vouchers must be *paid* to appear here. See Understanding Prepayment Processing.
Payable Balance	Displays the total balance of payments for each supplier.
Voucher Inquiry	Click the **Voucher Inquiry** button to access the Voucher Inquiry page, where you can view details about the vouchers payable to this supplier.

If the **Show Display Currency** check box is selected, the following additional columns appear:

Field or Control	Description
Display Currency	Displays the type of currency that you requested that the balance amounts be shown in.
Display Gross Amount	Displays the gross amount in the converted currency. The total of this column also appears at the bottom of the page.
Display Unapplied Prepayments	Displays the amount of unapplied prepayments in the converted currency.
Display Payable Balance	Displays the total payable balance for each supplier in the converted currency.

Related Topics

- Scheduled Payment Inquiry Page
  Use the Scheduled Payment Inquiry page (AP_SCHD_PYMNT_INQ) to view the scheduled payments details.

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Budget-Checking PeopleSoft Payables Transactions Using Commitment Control

Understanding the Commitment Control Feature in PeopleSoft Payables

The Commitment Control feature is an optional feature of Oracle's PeopleSoft Financials, Enterprise Service Automation, and Supply Chain Management product lines that enables you to control commitments and expenditures automatically by checking them against predefined, authorized budgets. It is a subsystem of PeopleSoft General Ledger that you can activate for specific products and business units.

With the Commitment Control feature, the procure-to-pay cycle is populated with pre-encumbrances, encumbrances, and expenditures, all of which are tracked against a designated budget. Here is a high-level overview of the procure-to-pay cycle when using the Commitment Control feature:

1. When you generate a requisition, a pre-encumbrance is created in the budget records by the budget-checking process.
2. When a requisition becomes a purchase order, the Commitment Control feature relieves the pre-encumbrance and creates an encumbrance.
3. When the purchased goods or services are delivered and the purchase order becomes a voucher, the Commitment Control feature relieves the encumbrance and creates an expenditure.

The Commitment Control feature deducts each type of financial obligation from the available budget amount and tracks them by obligation type so that you can see how much money you have committed in pre-encumbrances, encumbrances, and expenditures.

The Commitment Control feature enables you to receive advance warning about all activities that might send controlled budgets over their approved amounts, and it enables you to stop any transactions that might go over budget. When transactions exceed budget amounts, the Commitment Control feature issues exceptions, which trigger workflow so that responsible parties can take corrective action. You can specify the degree of control and corrective action that you want to allow individual users to exercise over exceptions.

In PeopleSoft Payables, budget checking occurs at voucher creation, deletion, closing, and posting. You also perform budget checking after the payment posting process to check exchange rate realized gains or losses and earned or lost discounts. You can run budget checking for a single voucher during voucher entry or for many vouchers using a batch process. In any case, when you enable the Commitment Control feature for PeopleSoft Payables, you cannot pass a voucher to the general ledger until it has been budget-checked and posted unless you use the Period End Accrual Process. And you cannot post a voucher if it is over budget (although you can give certain users the security clearance to override budget-checking for over-budget vouchers).

Third party vouchers created to pay GST authority are excluded from Commitment Control because expenses will be logged for commitment control when processing GST Reverse

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Charge applicable related vouchers. GST Reverse Charge applicable regular vouchers are copied to third party vouchers to calculate the amount payable to GST authority and distribution lines that are copied are not applicable for commitment control. Budget Status is 'V' for India GST third party vouchers created to pay GST authority.

Related Topics

- PeopleSoft Commitment Control: Understanding PeopleSoft Commitment Control
- PeopleSoft Commitment Control: Understanding the Budget Checking of Source Transactions

PeopleSoft Payables Transactions Subject to Budget Checking

PeopleSoft Payables uses these Commitment Control source transaction types:

Term	Definition
Vouchers (AP_VOUCHER)	The budget-checking process checks the distribution line's merchandise amount plus any prorated nonmerchandise amounts. The currency value is the general ledger business unit's base currency.
Non-prorated (AP_VCHR_NP)	The budget-checking process checks the nonprorated, nonmerchandise amounts, or sales and use tax, for the distribution lines. A sibling table of the distribution line joins the amounts with the accounts from the charge header table. The currency value is the general ledger business unit's base currency.
Discount Earned (AP_ACCTDSE)	The budget-checking process checks the discounts earned against the accounts that are posted to the general ledger for vouchers associated with open purchase orders. **Note:** You must budget-check this transaction type using the batch Budget Processor Application Engine process (FS_BP). Note that, because making payments may create voucher accounting lines, you should budget-check any such accounting lines after making payments.

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Term	Definition
Discount Earned - PO Closed (AP_ACTDSEC)	The budget-checking process checks the discounts earned against the accounts that are posted to the general ledger for vouchers associated with closed purchase orders. **Note:** You must budget-check this transaction type using the batch Budget Processor process. Note that, because making payments may create voucher accounting lines, you should budget-check any such accounting lines after making payments. The restoring of Discount Earned amount to Encumbrance for Vouchers associated with purchase orders depends on the Liquidate Method of Purchase Orders. If the Liquidate Method of the Purchase Order is by Amount, the Discount Earned (AP_ACCTDSE or AP_ACTDSEC) amount will be restored to the Encumbrance after running Payment Post and Budget Checking. The restoring of Discount Earned amount is applicable if Referenced Record Keys exist in the Source Transaction Type setup. If the Liquidate Method of the Purchase Order is by Quantity, the Discount Earned (AP_ACCTDSE or AP_ACTDSEC) amount is debited to Expense and is not restored to the encumbrance after running Payment Post and Budget Checking.
Voucher Accounting (AP_ACCT_LN)	The budget-checking process checks entries from the accounting line table for realized gains or losses, late charges, discounts lost, and closed vouchers. The amounts are checked against the original distribution line. The realized gains or losses, late charges, and discounts lost are checked against the accounts that are posted to the general ledger. **Note:** You must budget-check this transaction type using the batch Budget Processor process. Note that, because making payments may create voucher accounting lines, you should budget-check any such accounting lines after making payments. See Closing Vouchers After Budget Checking. See Making Payments After Budget Checking.
Voucher Accrual Encumbrance (AP_ACENC)	The budget-checking process checks the encumbrance entries associated with purchase orders. These entries are created by the Period End Accruals process. You must budget-check this transaction type using the batch Budget Processor process. You should budget-check accounting lines after running the Period End Accruals process.

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Term	Definition
Voucher Accrual Expense (AP_ACEXP)	The budget-checking process checks expense entries from the accounting line table created by the Period End Accruals process. You must budget-check this transaction type using the batch Budget Processor process. You should budget-check accounting lines after running the Period End Accruals process.

Related Topics

- PeopleSoft Commitment Control: Understanding Source Transaction Type Setup

Budget-Checking Vouchers

The Budget Processor process checks vouchers and voucher accounting lines against all control budgets that they are subject to, updates the Commitment Control ledger (LEDGER_KK), and updates the budget-checking status of the transactions.

You can budget-check individual vouchers when you create them online, or you can budget-check multiple vouchers and voucher accounting lines in batch mode. The online version and the batch version of the Budget Processor process perform exactly the same tasks. Batch mode is recommended for efficiency, and it is required if you budget-check voucher accounting lines.

Related Topics

- Budget-Checking During Online Voucher Entry
  When you create online transactions, you can budget-check them in real time by invoking the Budget Processor process on the Invoice Information page.
- Budget-Checking in Batch Mode
  This section describes how to run the Budget Processor process in batch mode.

Document Tolerances

Document tolerances are percentages or amounts by which related procurement documents (such as purchase orders and vouchers) are allowed to differ. The Document Tolerance Application Engine process (FS_DOC_TOL) enables you to set document tolerances between pre-encumbrances and encumbrances or encumbrances and expenses. If these tolerances aren't met, the system creates a document tolerance exception.

If the Commitment Control feature and document tolerance checking are enabled for the business unit, you must run both the Document Tolerance process and the Budget Processor process. You can initiate these processes by selecting the appropriate actions on the Invoice Information page and clicking the **Run** button.

If you run the Budget Processor process as a batch process using the Budget Check page, you must run the Document Tolerance process independently.

Related Topics

- Budget-Checking in Batch Mode
  This section describes how to run the Budget Processor process in batch mode.

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Exception Handling

Transactions that fail budget checking are flagged by the system as exceptions. Exceptions fall into two categories: errors and warnings.

Errors are exceptions that have failed budget checking because they do not conform to the rules established for the control budget. Errors are not allowed to continue through the system. This type of control is strict. Errors stop at the budget-check stage and do not proceed until they are corrected. Most errors occur when a transaction has at least one line that exceeds at least one budget and is over tolerance. Depending on the configuration of the control budgets, the exact reason for a budget to have insufficient funds varies from budget to budget. The budget may be on hold, closed, or simply lacking a sufficient available budget amount.

Warnings are exceptions that do not conform to the rules of the control budget but that passed through the system anyway. They function as exceptions that are automatically overridden, as well as issues that do not conform to the use of the budget. For example, you might receive a warning if the budget and accounting dates differ. This type of control is loose. Warnings are allowed through the system because the transactions merely require some type of audit trail. You don't want to prevent them—you simply want to analyze them. If the control option for the control budget definition is *Track without Budget,* you receive only warning exceptions. If the control option for the control budget definition is *Track with Budget,* you receive only warning exceptions, unless there is no budget for a transaction. In that case, you receive an error exception.

You are notified of exceptions in two ways: online and through workflow notification.

With online notification, you receive a message regarding a transaction's status when the budget-checking process finishes. The message indicates the type of exception that the transaction created and enables you to directly access the appropriate transaction exception header page, where you can either view the warnings generated or view and override the errors.

With batch budget-checking, users are notified of exceptions through workflow, based on their individual security profiles in the system. The system generates an appropriate worklist for each user and may also generate an email message. Users have access to a list of budgets that caused exceptions or a list of transactions with exceptions. These two options are available through the PeopleSoft system navigation or through the worklist. This provides two ways to access exceptions and override them. As a user, you can choose a particular budget from a worklist and access the Budget Exception page to view a list of all transactions that have failed for a budget. Alternatively, you can select a particular transaction in a worklist and access the appropriate transaction exception header page to view a list of all budgets that have caused exceptions for the transaction. The worklist contains a complete list of exceptions, and it indicates the exact cause of the error or warning. These two pages enable you to inquire about exceptions and override them.

Correcting Errors

You can correct errors for transactions by:

- Changing the amount on the transaction lines to conform to budget limits and then budget-checking again.
- Changing the budget amounts to allow the transactions to pass budget checking.
- Overriding the budget for a particular transaction.
- Overriding the entire transaction for all affected budgets.

In each case, you must have appropriate security clearance.

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In PeopleSoft Payables, you pay the voucher amount even if it is over budget. Because you can't adjust the voucher unless the voucher is itself in error, you usually make adjustments to the budget or perform an override.

Security for Budget Adjustments and Overrides

The security profile of a user determines which budgets that user can adjust and which budgets and transactions the user can override. You set up this authority when you set up the Commitment Control feature. Only superusers have budget and transaction override authority. A user ID and date-time stamp appear on the inquiry pages when a budget or transaction has been overridden.

Budget Overrides

Overriding a budget involves selecting a check box on the appropriate page. A superuser can access the Budget Exceptions page, the transaction header and line exceptions pages, or the exception details page for any transaction header to override a budget or transaction.

Related Topics

- Handling Budget-Checking Exceptions
  This section lists common elements and discusses how to handle voucher header exceptions.
- PeopleSoft Commitment Control: Understanding Exception Handling and Notification
- PeopleSoft Commitment Control: Understanding Commitment Control Security

Prerequisites

To use the Commitment Control feature in PeopleSoft Payables, you follow the usual Commitment Control setup procedure, including the following PeopleSoft Payables-specific steps:

1. Enable the Commitment Control feature for Payables on the Installation Options - Installed Products page.

   > **Note**
   >
   > If you set the Installation option for the **Default Budget Date** field to *Prior Document Budget Date,* the system assigns the budget date on the purchase order to the purchase order voucher. If you set the **Default Budget Date** field to *Document Accounting Date,* the system assigns the accounting date to the purchase order voucher.

2. Specify the default values for Payables source transactions in the Source Transactions component (KK_SOURCE_TRAN1) on the Definition page, the Selection Criteria page, the Referenced Record Keys page, and the Options page.

   There are seven Commitment Control source transaction types that PeopleSoft Payables uses: vouchers (AP_VOUCHER), nonprorated amounts (AP_VCHR_NP), earned discount (AP_ACCTDSE), earned discount - PO closed (AP_ACTDSEC), voucher accounting lines (AP_ACCT_LN), Voucher Accrual Encumbrance (AP_ACENC) and Voucher Accrual Expense (AP_ACEXP).

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> **Note**
>
> You rarely need to change the default definitions for these source transaction types; only programmers with extensive experience working with PeopleSoft application code should make such changes.

> **Note**
>
> If you require that the earned discount amount be applied to the encumbrance when you perform budget-checking, no further setup is required for the AP_ACCTDSE or AP_ACTDSEC source transaction types.
>
> If you require that the earned discount amount not be applied to the encumbrance when you perform budget-checking, for the AP_ACCTDSE or the AP_ACTDSEC source transaction type, delete the three source transaction fields referencing the purchase order on the Source Transactions - Referenced Record Keys page. This removes the link to the purchase order and prevents the discount amount from being added to the encumbrance.

See PeopleSoft Payables Transactions Subject to Budget Checking.

3. If you use balanced entries for budget checking, set up an offset account for each Payables source transaction type for each control budget definition that you set up on in the Budget Definitions component (KK_BUDG5).

Budget-Checking During Online Voucher Entry

When you create online transactions, you can budget-check them in real time by invoking the Budget Processor process on the Invoice Information page.

To budget-check vouchers during online voucher entry:

1. Access the Voucher component (VCHR_EXPRESS1), create a voucher, and save it.

   When Commitment Control is enabled, you can add or delete invoice lines to a voucher copied from a purchase order. However, if matching is enabled in the purchase order, you can only delete distribution lines, not add distribution lines, to a voucher copied from a purchase order. The system issues a warning that distribution lines cannot be inserted because the encumbrance cannot be reversed. If necessary, change the purchase order distribution lines.

2. Use the Voucher Summary page to check that the following conditions have been met:

   - The voucher has been saved and edited with the approval status *Approved* and the entry status *Postable.*
   - The budget header status and nonprorated budget status are *Not Chk'd* (not checked).

     Note that the voucher header maintains two budget-checking statuses: one for the overall status of the distribution line amounts and one for the nonprorated nonmerchandise amounts.

     The budget-checking status of the voucher is *Not Chk'd* if the voucher has not already been budget-checked or if fields on the voucher that affect budget-checking have been changed. The status is *Valid* if the voucher has already been budget-checked

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successfully and *Error* if the voucher has been budget-checked and failed. You must run budget-checking again whenever you change a budget-checked voucher.

The **Non-Prorated Budget Status** is *Valid* if there are no nonmerchandise charges. Also, the **Non-Prorated Budget Status** is *Valid* if the voucher header General Ledger business unit is not set up for the Commitment Control feature, and the nonmerchandise charges are not allocated. If the voucher header General Ledger business unit is not set up for the Commitment Control feature, and nonmerchandise charges exist, but there is no interunit entry, the **Non-Prorated Budget Status** is marked *Valid.* The voucher will not be budget-checked if there is an interunit entry and the nonmerchandise charges are allocated.

> **Note**
>
> When you enter interunit vouchers on the Invoice Information page, the **Budget Status** field on the Voucher Summary page changes from *Valid* to *Not Chck'd.* You must run the Budget Processor to reset the status to *Valid* to make the voucher eligible for voucher posting.

3. On the Invoice Information page, in the **Action** field select any appropriate on-demand process group that includes budget checking, and click the **Run** button to run the Budget Processor process on the voucher.

   The budget-checking on-demand process is not available if the Budget Processor process has already run on the voucher.

4. On the Voucher Summary page, review the budget header status **(Budget Status)** and nonprorated budget status **(Budget Misc Status).**

   The Budget Processor process returns the status *Valid* if the voucher passes the budget check. If the distribution line fails budget checking, the Budget Processor process returns the budget header status *Error.* If the nonprorated charges fail budget checking, the Budget Processor returns the budget nonprorate status *Error.*

   Access the budget-checking exceptions pages to view vouchers with budget-checking errors.

Related Topics

- Handling Budget-Checking Exceptions
  This section lists common elements and discusses how to handle voucher header exceptions.
- Understanding Voucher Processing and the Voucher Life Cycle
  After you have set up all your control information, established your PeopleSoft Payables control hierarchy, and entered approved suppliers in the system, you are ready to enter vouchers into the system.

Budget-Checking in Batch Mode

This section describes how to run the Budget Processor process in batch mode.

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Page Used to Budget-Check in Batch Mode

Page Name	Definition Name	Usage
Budget Check Page	AP_KK_CHECK_REQ	Request a run of the Budget Processor Application Engine process (FS_BP) in batch mode.

Understanding Batch Mode Budget-Checking

Batch mode budget checking is the most efficient way to budget-check PeopleSoft Payables transactions, and the process is required if you want to budget-check voucher accounting lines.

Running budget checking in batch mode is a two-step process. Both the voucher and the nonprorated, nonmerchandise charges should be checked together. If you perform budget checking on the voucher only, and nonprorated charges exist, then the voucher is not postable, because only half of the voucher is checked. You don't need to run budget checking on nonprorated, nonmerchandise charges if you prorate all charges.

Important

The Budget Check batch mode process does not check vouchers of closed accounting entry periods. The processor calls a validation program to verify that the vouchers are of an open accounting period; if not, the system displays an error message.

Budget Check Page

Use the Budget Check page (AP_KK_CHECK_REQ) to request a run of the Budget Processor Application Engine process (FS_BP) in batch mode.

Navigation:

Accounts Payable, and then **Batch Processes**, and then **Vouchers**, and then **Voucher Budget Check**

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Field or Control	Description
Transaction Type	Select the type of source transaction on which you want to run the Budget Processor process. Options are: *AP ACCT LN:* Budget-check voucher lines and closed vouchers with realized gain or loss, late charge, and discount lost. *AP ACCTDSE:* Budget-check voucher lines associated with open purchase orders with discount earned. *AP ACTDSEC:* Budget-check voucher lines associated with closed purchase orders with discount earned. *AP VCHR NP:* Budget-check nonprorated items on a voucher. *AP VOUCHER:* Budget-check the expense distributions as well as prorated charges for a voucher. *AP_ACENC:* Budget-check encumbrance entries created by the Period End Accruals process *AP_ACEXP:* Budget-check expenses entries created by the Period End Accruals process.
Process All Business Units	Select to have the Budget Processor process review all business units. If you do not select this option, you must select *Business Unit* in the **Field Name** field and specify a business unit or range of business units to be processed.

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Field or Control	Description
Field Name	Specify the criteria for selecting vouchers on which to run the Budget Processor process. The list of available fields depends on the transaction type selected and whether you process all business units. Values include: *Blank:* The Budget Processor process reviews all vouchers. This selection is available for any transaction type and if you select **Process All Business Units.** *Accounting Date:* The Budget Processor process reviews vouchers using the accounting dates entered in the **From** and **To** fields. This field is available for any transaction type, regardless of whether you select **Process All Business Units.** *Business Unit:* The Budget Processor process reviews vouchers using the business units entered in the **From** and **To** fields. This field is available for any transaction type and if you do not select **Process All Business Units.** *Close Status Indicator:* The Budget Processor process reviews vouchers using the close status indicator. This field is available for AP_VOUCHER and AP_VCHR_NP transaction types, regardless of whether you select **Process All Business Units.** *Invoice Number:* The Budget Processor process reviews vouchers using the invoice numbers entered in the **From** and **To** fields. Prompt table validation does not occur on values entered in the **From** and **To** fields. This field is available for AP_VOUCHER and AP_VCHR_NP transaction types and if you do not select **Process All Business Units.** *Supplier ID:* The Budget Processor process reviews vouchers using the supplier ID entered in the **From** and **To** fields. This field is available for AP_VOUCHER and AP_VCHR_NP transaction types, regardless of whether you select **Process All Business Units.** *Supplier SetID:* The Budget Processor process reviews vouchers using the supplier SetID entered in the **From** and **To** fields. This field is available for AP_VOUCHER and AP_VCHR_NP transaction types, regardless of whether you select **Process All Business Units.** *Voucher ID:* The Budget Processor process reviews vouchers using the voucher IDs entered in the **From** and **To** fields. This field is available for any transaction type and if you do not select **Process All Business Units.**

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Field or Control	Description
Value Type	Options are: *Range:* The Budget Processor process reviews a range of values entered using the **From** and **To** fields *Value:* The Budget Processor process reviews an individual value entered using the **From** and **To** field.

Performing Partial and Final Liquidations

If you use the Commitment Control feature and have both PeopleSoft Purchasing and Payables installed, you can use the finalize function on the Invoice Information page to show that the current distribution line on the voucher represents a final liquidation of the predecessor PO transaction. This eliminates the need to run the PO and requisitions reconciliation processes to determine that you can close a PO or requisition. Consequently, you have more control over the budget because you quickly free up funds. The reduced amount can be either monetary or numeric.

To liquidate a predecessor document for an amount lower than the original:

1. Access the Invoice Information page and create or modify a voucher for the reduced amount.
2. Select the **Finalize** check box or button.
   - For individual distribution lines, select the **Finalize** check box on the distribution line.
   - For all distribution lines, click the **Invoice Lines Finalize Line** button, which populates the **Finalize** check boxes.
   - For an entire document, click the **Finalize Document** button in the header.
3. Save the voucher.
4. After the voucher is approved, run budget checking on the voucher to confirm the correction.

To reverse a reduction:

1. Access the Invoice Information page.
2. Deselect the **Finalize** check box for the affected lines.

   For an entire document, click the **Undo Finalize** button in the header.
   - For individual distribution lines, deselect the **Finalize** check box on the distribution line.
   - For all distribution lines, click the **Invoice Lines Undo Finalize Line** button.
   - For an entire document, click the **Undo Finalize** button in the header.
3. Save the voucher.
4. Run budget checking on the voucher to confirm the correction.

Related Topics

- PeopleSoft Purchasing: Using Partial and Final Liquidation

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Handling Budget-Checking Exceptions

This section lists common elements and discusses how to handle voucher header exceptions.

> **Note**
>
> Many pages in this section are similar. Most fields are documented in the common elements section.

See Common Elements Used in Budget-Checking Exceptions.

Common Elements Used in Budget-Checking Exceptions

Field or Control	Description
Advanced Budget Criteria	Select to access the Budget Exceptions - Refine Inquiry Criteria page, where you can restrict rows to specific business units, ledger groups, and accounts. Leave these fields blank to return all values.
Budget Date	Displays the budget date of the transaction line. You define which field the system uses for the budget date for the transaction in the source transaction definition.
Exception Type	Select the budget-checking status of the transaction. On some pages, you use this field to limit the exception rows retrieved to transactions with either an *Error* or *Warning* exception.
Foreign Amount	Displays the amount of the line in the entry currency.
Ledger Group	Displays the Commitment Control ledger group for the transaction header exception or transaction line exception.
Line From/Line Thru	Enter the voucher line numbers in these fields to view a range of lines. The prompt list shows only voucher lines with exceptions.
Line Status	Select the budget-checking status of the transaction line. On some pages, you use this field to limit the selected rows to lines with either *Error* or *Warning* exceptions.
Maximum Rows	Select the maximum number of rows to display in the scroll area.
Monetary Amount	Displays the amount in the base currency of the primary ledger.
More Budgets Exist	Indicates whether or not the transaction has more exceptions than the number that you entered in the **Maximum Rows** field. If selected, more exceptions exist.

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Field or Control	Description
More Lines Exist	Indicates whether or not the transaction has more transaction line exceptions than the number that you entered in the **Maximum Rows** field. If selected, more exceptions exist.
Override Budget	Select to update the control budget ledger, even though the transaction exceeds the budget. This field is available only if the budget transaction failed budget checking and if you have authority to override a budget entry. It is not available if the source transaction type does not allow overrides and the budget header status is *Not Checked.* If the budget header status displays the status *Not Checked* but the transaction has failed budget checking, the then you must have changed the source transaction after the Budget Processor process issued the error exceptions, and you did not run the Budget Processor again. When you override the budget, the system populates the *Override User ID* field with the user ID for the user who overrode budget checking, and it populates the *Override Date* field with the date and time that the budget was overridden. After you override a budget with exceptions, change the budget available amount, or change the transaction amount, the transaction passes budget checking.
Override Transaction	Select to enable the entire transaction to update the control budget, even if error exceptions exist. This option is available only for users with appropriate security access. This option is not available if the transaction passed budget checking with only warning exceptions. You can select it before budget checking or after you run the Budget Processor process and it returns errors.
Transfer	On the Budget Override tab for the Voucher page, the Voucher (NP) Exceptions page, and the Voucher (Acct Ln) Exceptions page, click the **View Related Links** button to open a page with the following options: Click **Go to Budget Exception** to open the Budget Exceptions page, where you can view other transactions that have exceptions for the budget and override them. You must have authority to inquire on the budget to open the page. Click **Go to Budget Inquiry** to open the Budget Details page, where you can view the budget details, such as the available amount remaining, the attributes, and the amounts used by each ledger (encumbrance, pre-encumbrance, and so on) in the budget. You must have authority to run inquiries on the budget to open the page.

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Field or Control	Description
	Click the **Budget Override Available Info** (budget override available information) button to determine why you can't override a particular budget entry.
	Click the **Tran Override Available Info** (transaction override available information) button to determine why you can't override the entire transaction.
	Click the **Budget Check Document** button to run the Budget Processor process again, after you override the transaction or a budget. You also run the process again if you change the voucher.
	Click the **Budget Check Details** button to open the Commitment Control page, where you can see the source transaction type and the amount type for the voucher.
Search	Click **Search** on a header exceptions page (such as the Voucher Exceptions page) to refresh the **Budgets with Exceptions** scroll area.
Fetch Select	Click **Fetch Select** on a line exceptions page (such as the Voucher - Line Exceptions page) to refresh the **Transaction Lines with Budget Exceptions** scroll area.
	Click to access detail pages, where you can view the reasons for the exceptions.

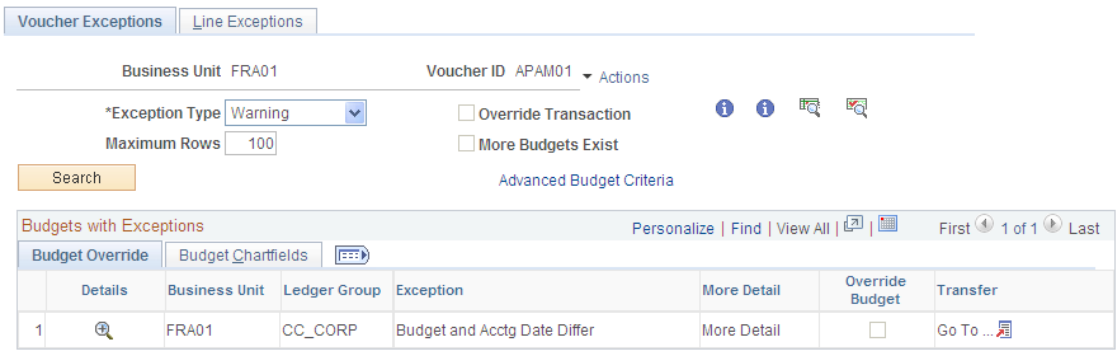
Voucher Exceptions Page

Use the Voucher Exceptions page (KK_XCP_HDR_AP1) to view budget-checking errors or warning messages for vouchers.

Navigation:

Commitment Control, and then **Review Budget Check Exceptions**, and then **Accounts Payable**, and then **Review KK Voucher**, and then **Voucher Exceptions**

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



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Field or Control	Description
	Click the *View Related Links* button for the voucher ID to open a page with the following options: *Go to Source Entry* opens the Voucher component where you can view or change the voucher. *Go to Source Inquiry* opens the Voucher Inquiry component where you can view the voucher.

Budget Override

Select the **Budget Override** tab.

Field or Control	Description
	Click the **View Exception Details** button to access the Payables Voucher Line Drill Down page, where you can view transaction line details and drill down to the voucher.

Budget ChartFields

Select the **Budget ChartFields** tab.

The Budget ChartFields tab displays the ChartField values for the budgets with exceptions.

Posting Vouchers After Budget Checking

When you run the Voucher Posting Application Engine process (AP_PSTVCHR), only vouchers that have passed budget checking are posted. Voucher posting checks the budget-checking statuses (header and nonprorated) of the voucher. If both the statuses are *Valid,* the voucher is posted.

If Commitment Control is on, posting creates accounting entries with necessary information about the budget date and status to check the realized gain/loss and discount earned/lost entries. You need to run the Commitment Control module in batch mode to process voucher (AP_VOUCHER, AP_VCHR_NP) and discount earned (AP_ACCTDSE, AP_ACTDSEC) source transactions.

Each accounting line contains both the header and line status flag. The Budget Processor sets the flags to the appropriate settings.

Modifying, Deleting, and Closing Vouchers After Budget Checking

When you alter, delete, or close a voucher or voucher accounting line transaction after budget checking, you must repeat the budget check of the altered, deleted, or voucher-closing transaction.

This section discusses how to:

- Modify vouchers after budget checking.

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- Delete vouchers after budget checking.
- Close vouchers after budget checking.

Modifying Vouchers After Budget Checking

When you budget-check a modified voucher, the Budget Processor process deletes any exception rows from the first budget check. This includes the deletion of override marks for any budgets listed on the altered transactions. A message appears informing you of this when you mark the budget for override and save the page. In effect, altering a transaction after it has been budget-checked forces the Budget Processor process to treat the transaction as if it were new when budget checking is performed again.

To make changes to budget-checked transactions, do the following:

1. Open the voucher and make changes to the particular transactions.

   > **Note**
   >
   > You can only delete distribution lines, not add distribution lines, to a voucher copied from a purchase order. The system issues a warning that distribution lines cannot be inserted because the encumbrance cannot be reversed. If necessary, change the purchase order distribution lines.

2. Save the changes.
3. Run the Budget Processor process again to check the budget.

   The Budget Processor process deletes the original transactions (including liquidations) from the Commitment Control ledger data table (LEDGER_KK) and posts the new transactions.

Deleting Vouchers After Budget Checking

When you delete vouchers, the amounts in the Commitment Control ledger data table is reversed to accommodate the changes.

The budget statuses and the voucher entry status appear on the Delete Voucher page. You can access the Voucher Details page to view the details for the voucher. Once you delete the voucher, the Budget Processor process runs automatically to adjust the budget so that the budget accounts for the deleted voucher amount.

> **Note**
>
> The voucher entry status remains *Postable* until budget-checking is run successfully. If the process does not complete successfully, access the Delete Voucher page and click the **Delete** button to rerun the Budget Processor process. The Budget Processor process cannot be run through the batch process for deleted vouchers.

Related Topics

- Delete Voucher Page
  Use the Delete Voucher page (VCHR_DELETE1) to delete vouchers.

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Closing Vouchers After Budget Checking

When you close vouchers, the system marks the voucher for closure. Posting the closed voucher creates accounting lines for the portion of the voucher that is closed. The system processes closed vouchers from the voucher source transactions, AP_ACCT_LN.

All vouchers, including a voucher that references a purchase order, can be closed from the close voucher component.

Related Topics

- Budget-Checking in Batch Mode
  This section describes how to run the Budget Processor process in batch mode.
- Close Voucher Page
  Use the Close Voucher page (VCHR_CLOSE1) to mark a voucher for closure by the Voucher Posting process.
- Entering Reversal Vouchers
  This section provides an overview of reversal vouchers and discusses how to create reversal vouchers.

Making Payments After Budget Checking

If the Commitment Control feature is enabled for PeopleSoft Payables, the Pay Cycle Application Engine process (AP_APY2015) selects for payment only those vouchers that have passed budget checking. During payment selection, it doesn't matter if the Budget Control feature is set to *On* or *Off,* because the flags are set correctly in both cases.

Payment posting may create late interest, realized gains or losses, and earned or lost discounts accounting entries. Run the Budget Processor process on payments after you have posted them and created accounting entries. Set up the budget check run control to process the AP_ACCT_LN, AP_ACCTDSE, and AP_ACTDSEC transaction types, so that the process adjusts the budget for the payment realized gains or losses and earned or lost discount amounts.

Related Topics

- Budget-Checking in Batch Mode
  This section describes how to run the Budget Processor process in batch mode.
- Running the Payment Posting Process
  You can post payments by Bank account, Payment method, and Individual payment.

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Running Document Tolerances

Understanding Document Tolerances

Document tolerances are allowable percentages or amounts by which related procurement documents can differ. You can set dollar tolerances between pre-encumbrances and encumbrances and between encumbrances and expenses. If the allowable percentage or amount is exceeded, the system creates a document tolerance exception. For example, consider this scenario:

- The encumbrance for a purchase order is 100.00 USD.
- The expenditure for a voucher is 150.00 USD.
- The document tolerance percentage is 10.

When the voucher is document tolerance-checked, it fails tolerance checking.

You cannot post a voucher if its document tolerance status is not valid. In addition, you cannot create system payments for a voucher if its document tolerance status is not valid. (You can still create manual payments for vouchers that have an invalid document tolerance status). If you have the proper authorization, you can override the document tolerance checking errors and continue processing the voucher.

You can run the Document Tolerance Checking Application Engine process (FS_DOC_TOL) either with or without using the Commitment Control feature.

> **Note**
>
> If you enable the Commitment Control feature and you want to use the voucher document tolerance status as a prerequisite for running the Budget Processor Application Engine process (FS_BP), you must modify the Selection Criteria page in the Commitment Control Source Transactions component (KK_SOURCE_TRAN) to include the DOC_TOL_HDR_STATUS field as part of the payable transactions. Select *DOC_TOL_HDR_STATUS* as the **Field Name,** and select *V* as the **Field Value.**

Setting Up Document Tolerances

The setup for document tolerances is the same for both PeopleSoft Payables and Purchasing.

See PeopleSoft Source to Settle Common Information: Defining Document Tolerances.

Running Document Tolerances with Budget Checking

This section discusses how to run the Document Tolerance Checking process from the Invoice Information page. It also discusses how to verify the document tolerance status on the Summary page.

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Pages Used to Run Document Tolerances with Budget Checking

Page Name	Definition Name	Usage
Invoice Information Page	VCHR_EXPRESS1	Run Document Tolerances with Budget Checking. You must run the Document Tolerance process independently as a batch process if you run the Budget Processor process as a batch process.
Voucher - Summary Page	VCHR_SUMMARY_PG	Check the document tolerance status of the voucher. This page appears only after you have saved a new voucher.

Understanding Including Multiple Processes With the Document Tolerances Checking Process

If the Commitment Control feature is enabled and document tolerance is enabled for the business unit, you can run document tolerances by initiating a process group that includes the Matching Application Engine process (AP_MATCH), the Document Tolerance Checking process, and the Budget Processor process. You do this by using the **Action** field on the Invoice Information page. The system runs the Matching process, the Document Tolerance Checking process, and then runs the Budget Processor process. These processes can also be run separately.

Invoice Information Page

Use the Invoice Information page (VCHR_EXPRESS1) to run Document Tolerances with Budget Checking.

You must run the Document Tolerance process independently as a batch process if you run the Budget Processor process as a batch process.

Navigation:

Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **Regular Entry**, and then **Invoice Information**

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Field or Control	Description
Action	Select an on-demand process group in the **Action** field and click **Run** to initiate budget checking and document tolerance checking. While the voucher is being processed, the fields in the Voucher component (VCHR_EXPRESS) are unavailable for entry. Click the Refresh icon to view the processing status of the voucher on the Voucher Summary page. The process groups that are available depend on your user ID and whether the voucher requires the processing. **Note:** You normally run the Budget Processor process as a batch process using the Budget Checking Request page.

Related Topics

- Entering Invoice Information for Online Vouchers
  This section provides an overview of voucher dependencies and balancing functionality.

Voucher - Summary Page

Use the Voucher - Summary page (VCHR_SUMMARY_PG) to check the document tolerance status of the voucher.

This page appears only after you have saved a new voucher.

Navigation:

Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **Regular Entry**, and then **Summary**

Status

Field or Control	Description
Document Tolerance Status	If document tolerance checking is enabled, the system displays the document tolerance status. Values are: *Valid:* The voucher passed document tolerance checking. *Not Checked:* The voucher requires document tolerance checking. If any amounts, quantities, or ChartFields are modified after the document tolerance is checked, the system resets the document tolerance status to *Not Checked.* *Error:* Exceptions were generated for the voucher during document tolerance checking. You can override document tolerance exceptions on the Document Tolerance Exception page.

Related Topics

- Viewing Voucher Summary Information
  This section discusses how to view voucher summary information.

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Running Document Tolerances Without Budget Checking

If the Commitment Control feature is not enabled and document tolerance is enabled, you initiate document tolerance checking using the Document Tolerance page.

This section lists the page used to run document tolerances without budget checking.

Page Used to Run Document Tolerances Without Budget Checking

Page Name	Definition Name	Usage
Document Tolerance Page	DOC_TOL_RUN_CNTRL	Run the Document Tolerance Checking Application Engine process (FS_DOC_TOL). Have the system check the transaction for document tolerance exceptions.

To access the Document Tolerance page, use the navigation: **Accounts Payable**, and then **Batch Processes**, and then **Vouchers**, and then **Document Tolerance**

Reviewing Document Tolerance Exceptions and Overrides

Pages Used to Review Document Tolerance Exceptions and Overrides

Page Name	Definition Name	Usage
Document Tolerance Exceptions Page	DOC_TOL_EXCPT	View and override document tolerance exceptions.
Document Tolerance Override History Page	DOC_TOL_OVR_LOG	View the override history of document tolerance exceptions.

Document Tolerance Exceptions Page

Use the Document Tolerance Exceptions page (DOC_TOL_EXCPT) to view and override document tolerance exceptions.

Navigation:

Accounts Payable, and then **Vouchers**, and then **Maintain**, and then **Document Tolerance Exceptions**

Exceptions

Field or Control	Description
Rule ID	Displays the rule ID and description of the document tolerance rule that produced the exception.

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Details

Field or Control	Description
Pred Doc Amt (predecessor document amount)	Displays the amount of the predecessor document (purchase order).
Life-to-Date Liquidated Amt (life-to-date liquidated amount)	Displays the sum total of all source documents (vouchers) linked to the predecessor document. If you have multiple vouchers tied to the same purchase order, the Document Tolerance Checking process calculates the tolerance against the sum total of all of the vouchers tied to this purchase order rather than the amounts of the individual vouchers. An individual voucher may be within the tolerance, but if the sum total of the linked vouchers exceeds the tolerance, the voucher does not pass document tolerance checking.
Defined Tolerance Amount	Displays the tolerance amount that is defined on the Document Tolerance page.
Defined Tolerance Percentage	Displays the tolerance percentage that is defined on the Document Tolerance page. **Note:** The system uses whichever value is lower (either the defined amount or the defined percentage) to calculate the tolerance. If the amount of the source document exceeds the lower defined amount, the voucher does not pass document tolerance checking and the system generates an exception.
Calculated Doc Tol Amt (calculated document tolerance amount)	Displays the amount of the source document (purchase order), plus any defined tolerance amount.
Calculated Doc Tol Percent Amt (calculated document tolerance percent amount)	Displays the amount of the source document (purchase order), plus any defined tolerance percentage amount.
Source Doc Monetary Amt (source document monetary amount)	Displays the amount of the source document (voucher).
Source Doc Converted Amt (source document converted amount)	Displays the converted amount of the source document (voucher). The system converts the source document to the predecessor document's General Ledger business unit base currency to calculate the tolerance.
Predecessor GL Base Currency (predecessor general ledger base currency)	Displays the predecessor document's General Ledger business unit base currency.
Transaction Currency	Displays the currency of the source document (voucher).
Override	Select to override the exception and make the transaction available for further processing.

Document Tolerance Override History Page

Use the Document Tolerance Override History page (DOC_TOL_OVR_LOG) to view the override history of document tolerance exceptions.

Navigation:

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Accounts Payable, and then **Review Accounts Payable Info**, and then **Vouchers**, and then **Document Tolerance Override**

The fields on this page are the same as the fields on the Document Tolerance Exceptions page, with the exception of the **User ID** field and the **DateTime** field. These two additional fields provide an audit trail of exceptions that have been overridden.

Field or Control	Description
User ID	Displays the ID of the user who overrode the exception on the Document Tolerance Exceptions page.
DateTime	Displays the date and time when the user overrode the exception on the Document Tolerance Exceptions page.

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Processing Prepayments

Understanding Prepayment Processing

This section discusses:

- Prepayment overview.
- Prepayment application and payment.
- Prepayment posting.
- Prepaid and regular voucher cross-reference record.
- Discounts and prepayment application.
- Regular voucher application to prepaid voucher with withholding and taxes enabled.
- Prepayment cancellation.
- Prepaid and applied voucher closure.
- Manual prepayment application example.
- Accounting entry example 1: prepayment without value-added tax (VAT) or withholding.
- Accounting entry example 2: prepayment with 100% VAT on regular voucher.
- Accounting entry example 3: prepayment with 100% VAT on payment.
- Accounting entry example 4: prepayment with 5% prorated, nonrecoverable VAT.
- Accounting entry example 5: prepayment with withholding.
- Accounting entry example 6: prepayment with excise as part of withholding calculations.
- Accounting entry example 7: prepayment with excise not part of withholding calculations.
- Recurring prepayment vouchers.

Prepayment Overview

Down payments and prepayments are common practice worldwide. Most organizations, at one time or another, must pay for goods or services before an invoice is received. For example, when a company sets up a new customer account with a supplier, the supplier may require prepayment on the first one or two orders before extending credit to the buyer. The prepayment functionality in PeopleSoft Payables:

- Allows a payment to be made to a supplier without an invoice.
- Creates accounting entries for the prepayment.
- Applies VAT and withholdings to the prepayment.
- Facilitates the application of the final voucher to the prepayment.

Use prepayments to create payments for suppliers before receiving an invoice:

1. Enter and pay a prepaid voucher immediately.

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2. Enter it as a regular voucher when the invoice is received.
3. Apply or link the regular voucher and prepaid voucher prior to payment of the regular voucher.

   The system deducts the payment made on the prepaid voucher from the regular voucher's scheduled payment and remits the balance to the supplier.
4. Post both the prepayment voucher and the prepayment to create the appropriate accounting entries once the prepayment has been made.

   The voucher and payment posting processes reverse the prepayment entries and charge the final accounts when the regular voucher is posted.

The prepayment voucher has all the attributes of a regular voucher, including document sequencing, VAT, and withholding. The actual prepayment has all the attributes of a regular payment with the exception of discounts and split payments.

Prepayment application can be performed in batch processing (part of voucher posting) or manually using the Apply Vouchers to Prepayment page. You can apply multiple vouchers to one prepayment, as well as one voucher to multiple prepayments.

The order in which you process prepayment application is flexible. You can enter and post a regular voucher before you enter the prepaid voucher. When you run voucher posting, the two transactions are applied (assuming they meet the application criteria). Or, you can manually apply the regular voucher to the prepaid voucher immediately after the prepaid voucher has been paid.

Related Topics

- Applying Final Invoices to Prepayments
  This section describes how to search for eligible vouchers to apply to prepaid vouchers. It also discusses how to select and apply or unapply prepaid vouchers manually.

Prepayment Application and Payment

Complete the following steps to apply and pay regular and prepaid vouchers:

1. Create the prepaid voucher.
2. Pay the prepaid voucher.

   > **Note**
   >
   > Prepaid vouchers must be paid before a regular voucher can be applied to them. They do not need to be payment-posted.

   The accounting entries that are created for prepaid voucher during voucher posting include

   - Prepaid expense account (122000): 1000.00 Debit.
   - Accounts payable account (200000): 1000.00 Credit.
3. Create a regular voucher.

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> **Note**
>
> Regular vouchers must be approved before they can be applied to prepaid vouchers using either the batch or manual application processes.

4. (Optional) Manually apply the regular voucher to the prepaid voucher.
5. Run the Voucher Posting process for the regular voucher.

   The Voucher Posting process calls the AP Prepayment Application Engine process (AP_PPAY_APPL), which applies regular vouchers to prepayments.
6. Run the Pay Cycle Application Engine process (AP_APY2015) to pay the regular voucher payment.

   The Pay Cycle process pays the regular voucher payment schedule, which was reduced in prepayment application.

   An advice routine selects invoice information from applied prepaid vouchers, so they appear on the payment advice. This advice lists regular vouchers that are applied to prepayments.

> **Note**
>
> If you run the Pay Cycle process before running the Voucher Posting process for the regular voucher, the regular voucher is paid in full, because the AP Prepayment Application process will not have been run. Use the manual application process to run the Pay Cycle process before the Voucher Posting process.

Prepayment Posting

When you run the Voucher Posting process for the regular voucher:

1. The Voucher Posting process calls the AP Prepayment Application process, which processes the vouchers in the following order:
   a. Auto-apply prepayments with matching references.
   b. Auto-apply prepayments with the **Auto-Apply** check box selected.
2. The AP Prepayment Application process loops through the available prepaid vouchers by invoice date (oldest first).
3. For each prepaid voucher, the process loops through the regular vouchers that are being processed in the current run or were previously posted but are not fully paid or applied.

   It searches for vouchers that match the invoicing supplier and transaction currency of the prepaid voucher and processes regular vouchers by scheduled payment date (oldest first).

> **Note**
>
> The AP Prepayment Application process does not update application links that have been made manually. For example, if you have partially applied a prepayment to a regular voucher, the system does not apply the rest of the prepayment when you run the AP Prepayment Application process.

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4. When a match is found, rows are created in the PS_VCHR_PPAY_XREF table that link to prepaid and regular vouchers.

> **Note**
>
> Vouchers with payment schedules on hold are not applied.

5. The scheduled payment (PS_PYMNT_VCHR_XREF) on the regular voucher is reduced by the amount of the applied prepaid voucher.
6. To balance the payment amounts on PS_PYMNT_VCHR_XREF to the voucher gross amount, a row is inserted into PS_PYMNT_VCHR_XREF with PREPAID_STATUS of *A* (applied), and the amount is applied against the prepaid voucher.
7. If voucher posting encounters regular vouchers which are applied to prepaid vouchers, reversal accounting entries are created for the prepaid vouchers.
8. A posting status field (REV_POST_STATUS) on PS_VCHR_PPAY_XREF tracks whether the reversing accounting entries have been created.

> **Note**
>
> In the case where the regular voucher is *smaller* than the prepaid voucher, voucher posting prorates the prepayment reversals so that only the portion of the prepaid voucher, which is applied to the regular payment, is reversed.

> **Note**
>
> The prepaid voucher must be posted before the regular voucher for the Voucher Posting process to create the prepaid reversal entries.

9. The accounting entries created for the posted, applied regular vouchers during voucher posting are:

Description	Account	Debit	Credit
Expense	631000	5000.00	
Accounts Payable	200000		5000.00
Prepaid Account	122000		1000.00
Accounts Payable	200000	1000.00	

Unposting Prepaid and Applied Vouchers

When a regular voucher that is applied to a prepaid voucher is unposted, the prepayment application is reversed. The system updates PS_VCHR_PPAY_XREF to show that no vouchers are applied.

There are no additional restrictions on voucher unpost for prepayments.

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Prepaid and Regular Voucher Cross-Reference Record

The PS_VCHR_PPAY_XREF record stores the linkage between prepaid vouchers and regular vouchers which have been applied to one another. This is how information is processed:

1. A row is inserted into PS_VCHR_PPAY_XREF when a new prepaid voucher is entered.
2. This row is updated with the relevant linkage data when a regular voucher is applied to the prepaid voucher.
3. Additional rows are added to PS_VCHR_PPAY_XREF, if and when the prepaid voucher is applied to additional regular vouchers.
4. When application occurs, PS_PYMNT_VCHR_XREF (for the regular voucher) is also updated.

   The existing scheduled payment is updated to reflect the reduced payment that is remitted to the supplier. For each prepaid voucher that is applied, a row is inserted with prepaid_status *A* (applied). This row keeps PS_PYMNT_VCHR_XREF in balance with the voucher gross; the row is not used to generate a payment.
5. When payments are created, the scheduled payment generates a payment that has already been reduced by the applied prepaid vouchers.
6. When a regular voucher is posted, unposted rows in PS_VCHR_PPAY_XREF generate a set of reversal accounting entries for the prepaid voucher.
7. When a scheduled payment is fully applied (there is nothing left to pay the supplier), the prepaid_status is set to *F* (fully applied), and the pymnt_selct_status is set to *S* (settled). No additional row is inserted into PS_PYMNT_VCHR_XREF.

Discounts and Prepayment Application

Prepayment application evaluates regular vouchers that are fully applied by prepayments to determine whether they are eligible for a payment discount. If the regular voucher is fully applied by a prepayment and is eligible for a payment discount, the application is performed at the discounted amount. The appropriate discount accounting entries are created when the apply accounting entries are created in voucher posting.

Regular Voucher Application to Prepaid Voucher with Withholding and Taxes Enabled

When a regular voucher having withholding as well as taxes is applied to a prepaid voucher, and if the taxes are excluded from the withholding calculations then the tax amounts are excluded while applying the voucher to prepayment. The tax amounts are subtracted from the Gross Amount and only Merchandised Amount is applied to prepaid voucher. The payment schedule is split to form a separate schedule for manual payment of the excluded tax amounts. The Voucher Posting process for the regular voucher does not include the taxes schedule for any prepaid voucher.

See Withholding Options Page and Apply Vouchers to Prepayment Page

Prepayment Cancellation

You can perform payment cancellation on prepaid vouchers and unposted regular vouchers that are applied to prepaid vouchers.

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During payment cancellation, the system processes PS_PYMNT_VCHR_XREF prepaid application rows, as well as the regular payment schedule rows.

Canceling and Reissuing

The original payment schedule is identified as canceled (PYMNT_SELCT_STATUS = *X*) and a new payment schedule is inserted. The prepaid application rows (PREPAID_STATUS = *A*) are also canceled. New application rows are inserted into PS_PYMNT_VCHR_XREF, and are identical to the canceled rows except that the ORIG_PYMNT_CNT on the new applied rows is the PYMNT_CNT of the new payment schedule.

For prepayments, the payment can be canceled as long as it is not applied. PYMNT_VCHR_XREF is updated normally. If the option to reissue the payment is selected, PS_VCHR_PPAY_XREF is updated to point to the payment count of the newly scheduled payment rather than the canceled one.

Canceling and Closing

If you cancel a payment for a regular voucher that has prepaid vouchers applied to it, and you decide to close the voucher, only the unapplied portion of the regular voucher is closed. When you save, a warning message advises you that if you want to close the entire voucher, you should not proceed.

> **Note**
>
> Applied prepayments *cannot* be canceled. The prepaid voucher must be unapplied before its associated payment can be canceled. Applied prepayments do not appear in the Payment Cancellation search view.

Prepaid and Applied Voucher Closure

If you attempt to close a regular voucher that is applied to one or more prepaid vouchers, a warning message advises you of the following: Prepaid vouchers (or portions of prepaid vouchers) that have been applied to regular voucher payment schedules *cannot* be closed.

Unpaid regular payment schedules that are applied to prepaid vouchers *can* be closed, but only the unpaid and unapplied portion of the payment schedule (the amount remaining to be paid) is closed.

If a regular voucher is applied to one or more prepaid vouchers and you want to close out the entire regular voucher, you must unapply it first.

Example: Closing Prepaid and Regular Vouchers

This example assumes the following:

- A prepaid voucher for 1000.00 USD is posted and paid.
- A regular voucher for 5000.00 USD is created.
- The prepaid and regular vouchers are applied to each other (manually or using batch).
- The regular voucher's payment schedule is reduced to 4000.00 USD.

In this example, you *can* close the regular voucher, but only 4000.00 USD is closed. However, if you unapply the vouchers and then close the regular voucher, the entire 5000.00 USD is closed.

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> **Note**
>
> Prepaid vouchers that are applied to regular vouchers must also be unapplied prior to closure. Applied prepaid vouchers do not appear in the Voucher Closure search view.

Manual Prepayment Application Example

Let's say you have scheduled payments for two regular vouchers (REG-A and REG-B) and you want to apply some of each of them to the scheduled payment for a prepaid voucher (PP-1).

Voucher ID	Scheduled Payment Amount
PP-1	2000.00 USD
REG-A	1000.00 USD
REG-B	3000.00 USD

If you apply 300.00 USD of REG-A to PP-1, the remaining balance of PP-1 is 1700.00 USD. You could then apply 1700.00 USD of REG-B to PP-1, and PP-1 is fully applied. The resulting final payments would be 700.00 USD for voucher REG-A and 1300.00 USD for voucher REG-B.

Accounting Entry Example 1: Prepayment Without VAT or Withholding

This scenario assumes:

- Prepayment: 1000.00 USD.
- Regular voucher: 5000.00 USD.

Prepaid Voucher

Accrual (voucher posting):

Description	Account	Debit	Credit
Prepaid Expense	122000	1000.00 USD	N/A
Accounts Payable	200000	N/A	1000.00 USD

Payment (payment posting):

Description	Account	Debit	Credit
Accounts Payable	200000	1000.00 USD	N/A
Cash	100001	N/A	1000.00 USD

Applied Regular Voucher

Accrual (voucher posting):

Description	Account	Debit	Credit
Expense	631000	5000.00 USD	N/A

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Description	Account	Debit	Credit
Accounts Payable	200000	N/A	5000.00 USD
Prepaid Expense	122000		1000.00 USD
Accounts Payable	200000	1000.00 USD	N/A

Payment (payment posting):

Description	Account	Debit	Credit
Accounts Payable	200000	4000.00 USD	N/A
Cash	100001	N/A	4000.00 USD

Accounting Entry Example 2: Prepayment with 100% VAT on Regular Voucher

This scenario assumes:

- Prepayment for 1196.00 EUR.
- Applied regular voucher for 3588.00 EUR.
- VAT declaration point is invoice.

> **Note**
>
> The Voucher Posting process creates similar accounting entries when the VAT declaration point is invoice, delivery, or accounting date.

Prepaid Voucher

Accrual (voucher posting):

Description	Account	Debit	Credit
Prepaid Expense	122000	1000.00 EUR	N/A
VAT Input Recoverable	206103	196.00 EUR	N/A
Accounts Payable	200000	N/A	1196.00 EUR

Payment (payment posting):

Description	Account	Debit	Credit
Accounts Payable	200000	1196.00 EUR	N/A
Cash Distribution	100001	N/A	1196.00 EUR

Applied Regular Voucher

Accrual (voucher posting):

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Description	Account	Debit	Credit
Expense Account	631000	3000.00 EUR	N/A
VAT Input Recoverable	206103	588.00 EUR	N/A
Accounts Payable	200000	N/A	3588.00 EUR
Prepaid Expense	122000	N/A	1000.00 EUR
VAT Input Recoverable	206103	N/A	196.00 EUR
Accounts Payable	200000	1196.00 EUR	N/A

Payment to supplier for 2392.00 EUR.

Payment (payment posting):

Description	Account	Debit	Credit
Accounts Payable	200000	2392.00 EUR	N/A
Cash Distribution	100001	N/A	2392.00 EUR

Accounting Entry Example 3: Prepayment with 100% VAT on Payment

This scenario assumes:

- Prepayment for 1000.00 EUR.
- Applied regular voucher for 11960.00 EUR.
- VAT declaration point is payment.

Prepaid Voucher

Accrual (voucher posting):

Description	Account	Debit	Credit
Prepaid Expense	122000	1000.00 EUR	N/A
VAT Intermediate Recoverable	206300	196.00 EUR	N/A
Accounts Payable	200000	N/A	1196.00 EUR

Payment (payment posting):

Description	Account	Debit	Credit
VAT Intermediate Recoverable	206300	N/A	196.00 EUR
VAT Input Recoverable	206103	196.00 EUR	N/A
Accounts Payable	200000	1196.00 EUR	N/A
Cash Distribution	100001	N/A	1196.00 EUR

Applied Regular Voucher

Accrual (voucher posting):

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Description	Account	Debit	Credit
Expense Account	631000	10000.00 EUR	N/A
VAT Intermediate Recoverable	206300	1960.00 EUR	N/A
Accounts Payable	200000	N/A	11960.00 EUR
Prepaid Expense	122000	N/A	1000.00 EUR
VAT Intermediate Recoverable	206300	N/A	196.00 EUR
Accounts Payable	200000	1196.00 EUR	N/A

Payment to supplier for 10764.00 EUR.

Payment (payment posting):

Description	Account	Debit	Credit
VAT Intermediate Recoverable	206300	N/A	1764.00 EUR
VAT Input Recoverable	206103	1764.00 EUR	N/A
Accounts Payable	200000	10764.00 EUR	N/A
Cash Distribution	100001	N/A	10764.00 EUR

Accounting Entry Example 4: Prepayment with 5% Prorated, Nonrecoverable VAT

This scenario assumes:

- Prepayment for 1000.00 EUR.
- Applied regular voucher for 11960.00 EUR.
- VAT declaration point is payment.
- VAT Type: Prorate nonrecoverable.

Prepaid Voucher

Accrual (voucher posting):

Description	Account	Debit	Credit
Prepaid Expense	122000	1186.20 EUR	N/A
VAT Intermediate Recoverable	206300	9.80 EUR	N/A
Accounts Payable	200000	N/A	1196.00 EUR

Payment (payment posting):

Description	Account	Debit	Credit
VAT Intermediate Recoverable	206300		9.80 EUR

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Description	Account	Debit	Credit
VAT Input Recoverable	206103	9.80 EUR	N/A
Accounts Payable	200000	1196.00 EUR	N/A
Cash Distribution	100001	N/A	1196.00 EUR

Applied Regular Voucher

Accrual (voucher posting):

Description	Account	Debit	Credit
Expense Account	631000	11862.00 EUR	N/A
VAT Input Recoverable	206103	98.00 EUR	N/A
Accounts Payable	200000	N/A	11960.00 EUR
Prepaid Expense	122000	N/A	1186.20 EUR
VAT Input Recoverable	206103	N/A	9.80 EUR
Accounts Payable	200000	1196.00 EUR	N/A

Payment to supplier for 10764.00 EUR.

Payment (payment posting):

Description	Account	Debit	Credit
VAT Intermediate Recoverable	206300	N/A	88.20 EUR
VAT Input Recoverable	206103	88.20 EUR	N/A
Accounts Payable	200000	10764.00 EUR	N/A
Cash Distribution	100001	N/A	10764.00 EUR

Accounting Entry Example 5: Prepayment with Withholding

This scenario assumes the following:

- Supplier is subject to 31 percent withholding.
- Prepayment for 1000.00 USD gross.
  - Withholding is not postponed.
  - Payment to supplier is 690.00 USD.
  - Withholding payment is scheduled for 310.00 USD.
- Regular voucher for 5000.00 USD.
  - 1000.00 USD of prepaid voucher is applied.
  - Payment to supplier is 2760.00 USD.
  - Withholding payment is scheduled for 1240.00 USD.

Prepaid Voucher

Accrual (voucher posting):

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Description	Account	Debit	Credit
Prepaid Expense	122000	1000.00 USD	N/A
Accounts Payable	200000	N/A	1000.00 USD

Payment (payment posting):

Description	Account	Debit	Credit
Accounts Payable	200000	310.00 USD	N/A
Withholding Liability	203000	N/A	310.00 USD
Accounts Payable	200000	690.00 USD	N/A
Cash	100001	N/A	690.00 USD

Applied Regular Voucher

Accrual (voucher posting):

Description	Account	Debit	Credit
Expense	631000	5000.00 USD	N/A
Accounts Payable	200000	N/A	5000.00 USD
Prepaid Expense	122000	N/A	1000.00 USD
Accounts Payable	200000	1000.00 USD	N/A

Payment (payment posting):

Description	Account	Debit	Credit
Accounts Payable	200000	1240.00 USD	N/A
Withholding Liability	203000	N/A	1240.00 USD
Accounts Payable	200000	2760.00 USD	N/A
Cash	100001	N/A	2760.00 USD

Accounting Entry Example 6: Prepayment with Excise as part of Withholding Calculations

This scenario assumes:

- Prepayment: 10000.00 INR
- Regular:
  - Merchandise amount: 8000.00 INR
  - Tax: 988.80 INR

Prepaid Voucher

Accrual (voucher posting):

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Description	Account	Debit	Credit
Prepaid Expense	122000	10000	N/A
Accounts Payable	200000	N/A	9800
Withholding Liability	203100	N/A	200 (2% of 10000)

Payment (payment posting):

Description	Account	Debit	Credit
Account Payable	200000	9800	N/A
Cash Distribution	100000	N/A	9800
Withholding Liability	203100	200	N/A
Cash Distribution	100000	N/A	200

Applied Regular Voucher

Accrual (voucher posting):

Description	Account	Debit	Credit
Expense Distribution	500000	8000	N/A
Accounts Payable	200000	N/A	8809.02
Withholding Liability	203100	N/A	179.78 (2% of 8988.80)
Cenvat	204500	988.80	N/A

Prepaid Reversals:

Description	Account	Debit	Credit
Accounts Payable	200000	8809.02	N/A
Prepaid Expense	122000	N/A	8988.80
Withholding Liability	203100	179.78	N/A

Accounting Entry Example 7: Prepayment with Excise not part of Withholding Calculations

This scenario assumes:

- Prepayment: 10000.00 INR
- Regular Voucher:
  - Merchandise: 8000.00 INR
  - Tax: 988.80 INR

Prepaid Voucher

Accrual (voucher posting):

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Description	Account	Debit	Credit
Prepaid Expense	122000	10000	N/A
Accounts Payable	200000	N/A	9800
Withholding Liability	203100	N/A	200 (2% of 10000)

Payment (payment posting):

Description	Account	Debit	Credit
Account Payable	200000	9800	N/A
Cash Distribution	100000	N/A	9800
Withholding Liability	203100	200	N/A
Cash Distribution	100000	N/A	200

Applied Regular Voucher

Accrual (voucher posting):

Description	Account	Debit	Credit
Expense Distribution	500000	8000	N/A
Accounts Payable	200000	N/A	8828.80
Withholding Liability	203100	N/A	160 (2% of 8000)
Cenvat	204500	988.80	N/A

Prepaid Reversals:

Description	Account	Debit	Credit
Accounts Payable	200000	7840	N/A
Prepaid Expense	122000	N/A	8000
Withholding Liability	203100	160	N/A

Recurring Prepayment Vouchers

This section discusses voucher contracts.

Voucher Contracts

PeopleSoft voucher and order contracts enable you to manage recurring voucher payments and PO releases over any time period. PeopleSoft voucher and order contracts support both product and service contracts and enable you to share contracts across business units. Use voucher contracts to establish and schedule amounts for recurring payments such as rent and lease payments, utilities, and regular supply deliveries, and you can generate the resulting vouchers. As each voucher comes due according to the payment terms of the supplier and business unit, the voucher is approved and paid. You can adjust the amount of individual vouchers during the life of the contract.

Select the **Prepaid Voucher** option or the **Prepaid Voucher with Advance PO Contract** process option in the **Voucher Contracts Options** group box on the Maintain Contract - Header page to associate a prepayment reference for the contract. When a recurring voucher

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is generated, it is applied to the prepaid voucher using either the batch or manual application processes.

Related Topics

- PeopleSoft Source to Settle Common Information: Understanding Voucher and Order Contracts

Prerequisites

To process prepayments, set up a default prepaid expense account and give users the authority to prepay vouchers. You set up a default prepaid expense account in the Accounting Entry Template page. The account that you enter here automatically changes to the **Account** field on the distribution line for prepaid vouchers.

> **Note**
>
> Because prepayments are created immediately, the open liability should never be overstated. For this reason, the liability account is the accounts payable account.

You give users the authority to prepay vouchers on the Voucher Styles page. Select the **Allow Prepay Voucher** check box to give the user the authority to enter a prepayment voucher. Once you select the check box, the **Prepay Limit** field (in the **Online Voucher Processing** group box on the User Preferences - Procurement: Payables page) becomes available for entry, and you can specify a maximum amount for each prepayment the user can enter. You must also specify a currency and rate type for this amount.

> **Note**
>
> If you do not enter an amount, the user may enter a prepayment for any amount.

Related Topics

- Application Fundamentals: Accounting Entry Template Page
- Application Fundamentals: User Preferences – Payables Online Vouchering Page

Entering Prepaid Vouchers Online

This section discusses how to create prepaid vouchers and set batch prepayment processing options. It also discusses how to specify VAT and withholding on prepayments and schedule and record prepayments.

> **Note**
>
> You can also enter and apply prepayments using the Quick Invoice Entry component (VCHR_QUICK_PNL).

See Understanding Quick Invoices and Summary Invoices.

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Pages Used to Enter Prepaid Vouchers Online

Page Name	Definition Name	Usage
Invoice Information Page	VCHR_EXPRESS1	Create a prepaid voucher.
Voucher Attributes Page	VCHR_STATUS_IA	Set batch processing options for prepayments and withholding.
Voucher - Payments Page	VCHR_PAYMENT_PNL	Schedule and record prepayments.

Invoice Information Page

Use the Invoice Information page (VCHR_EXPRESS1) to create a prepaid voucher.

Navigation:

Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **Regular Entry**, and then **Invoice Information**

Select the *Prepaid Voucher* voucher style on the Add a New Value page before accessing the Invoice Information page.

When you select a voucher style of *Prepaid Voucher,* the Invoice Information page looks different than it does when you select *Regular Voucher.* The fields that differ are:

Field or Control	Description
Pay Terms	Override the payment terms, but only single payment terms with no discount are allowed. The payment terms code appears by default from the PeopleSoft Payables business unit. The payment term is validated when you click **Refresh** or **Save.**
Invoice Date	Displays the invoice date associated with the voucher that you select. Enter an Invoice Date if the field is blank. Invoice Date is a mandatory field and is required even for incomplete vouchers.
Misc. Amount (miscellaneous amount), **Freight Amount,** and **Sales Tax**	For prepaid vouchers, the nonmerchandise charges (freight, miscellaneous charges, and taxes) do not appear.

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Field or Control	Description
(USF) Advance Payment Option	Select **Use Advance Payment** in the **Advance Payment Option** group box. If you are creating a prepayment voucher and you are a U.S. Federal agency with **Enable Federal Payments** field selected on the Installation Options - Payables page, the **Advance Payment Option** group box appears. **Note:** The Voucher component (VCHR_EXPRESS) does not copy lines from the associated purchase order when you enter the purchase order number here. Purchase order business unit and purchase order ID are used as a verification step only when creating an advance payment. See Understanding Federal Payment Processing.
Account	Override the account with any valid account. For prepaid vouchers, the account in the distribution line appears by default from the **Prepaid Expense** field on the Accounting Entry Template page.

> **Note**
>
> Prepaid vouchers can contain only a single voucher line and a single distribution line. The ability to insert and delete voucher lines and distribution lines is disabled for prepaid vouchers.

Related Topics

- Payables Definition - Payments Page
  Use the Payables Definition - Payments page (BUS_UNIT_TBL_AP5) to specify payment options for the business unit.
- Entering Invoice Information for Online Vouchers
  This section provides an overview of voucher dependencies and balancing functionality.
- Application Fundamentals: Accounting Entry Template Page

Voucher Attributes Page

Use the Voucher Attributes page (VCHR_STATUS_IA) to set batch processing options for prepayments and withholding.

Navigation:

Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **Regular Entry**, and then **Voucher Attributes**

You establish the processing options for the AP Prepayment Application process in the **Prepayment** group box on the Voucher Attributes Page. The two options are:

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Field or Control	Description
Prepayment Reference	Enter the reference number on both the prepaid voucher and the unapplied voucher so the system can match them. This is a free-form (10-character) field used to match up prepaid vouchers with unapplied vouchers.
Automatically Apply Prepayment	Select this check box to enable the system to apply unapplied vouchers to prepayments automatically during the Voucher Posting process.

These fields work together to determine whether the prepayment is to be applied to a specific voucher and whether it can be applied automatically to any other open voucher for that supplier.

> **Note**
>
> You can also apply the regular vouchers and prepaid vouchers manually using the Apply Vouchers to Prepayment page. Changes made on this page are updated in the VCHR_PPAY_XREF record immediately.

Batch Prepayment Application Process Logic

The AP Prepayment Application process applies prepaid vouchers and regular vouchers to each other using the **Prepayment Reference** field first, and then using the auto-apply (automatically apply prepayment) feature. The **Prepayment Reference** field and the **Automatically Apply Prepayment** check box can be used for both prepaid vouchers and regular vouchers. How they function depends on the voucher type.

On prepaid vouchers, the **Automatically Apply Prepayment** check box is selected by default and is unavailable for entry. Once you enter a prepayment reference, the **Automatically Apply Prepayment** check box becomes available for entry and is deselected. You now have the option to select the **Automatically Apply Prepayment** check box, or to leave it deselected. If you do not use the **Prepayment Reference** field to match prepayments and regular vouchers, the system uses the auto-apply feature.

For regular vouchers, the **Automatically Apply Prepayment** check box is selected by default and is available for entry. You can enter a prepayment reference and select the **Automatically Apply Prepayment** check box or deselect the **Automatically Apply Prepayment** check box. By leaving the prepayment reference blank and deselecting the **Automatically Apply Prepayment** check box, you can set the regular voucher to be ignored by the auto-apply feature, in which case, no prepaid vouchers are applied to it.

Prepaid and regular vouchers can have one of these possible combinations of settings for these fields. The following table lists these combinations from most to least restrictive and shows how the system applies regular vouchers and prepayments for each one:

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Prepayment Reference	Automatically Apply Prepayment Check Box	Prepayment Rule Applied
Entered	Deselected	The system applies prepayments only where the prepayment reference on the prepaid voucher is equal to the prepayment reference on the unapplied voucher.
Entered	Selected	The system first applies prepayments where the prepayment reference on the prepaid voucher is equal to the prepayment reference on the unapplied voucher. If no matches exist, if there is a remaining prepayment to be applied, or if there are remaining unapplied voucher amounts, the system applies prepayments automatically.
Blank	Selected	The system applies prepayments to unapplied vouchers automatically.
Blank	Blank	This option can only be used for regular vouchers. The system does not apply the regular voucher to any prepayments.

Related Topics

- Applying Final Invoices to Prepayments
  This section describes how to search for eligible vouchers to apply to prepaid vouchers. It also discusses how to select and apply or unapply prepaid vouchers manually.
- Completing Voucher Attributes
  This section discusses how to view and modify voucher attributes.

Voucher Attributes Page

Use the Voucher Attributes page (VCHR_STATUS_IA) to set batch processing options for prepayments and withholding.

Navigation:

Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **Regular Entry**, and then **Voucher Attributes**

VAT and withholding work much the same way with prepaid vouchers as they do with regular vouchers with a few exceptions.

Withholding on Prepayments

You can postpone the withholding on a prepaid voucher by selecting the **Postpone Withholding** check box in the **Prepayment** group box on the Voucher Attributes page.

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Field or Control	Description
Postpone Withholding	Select to postpone withholding until you process the final invoice. This field is also stored on the PS_VCHR_PPAY_XREF table. If withholding is postponed (that is, withholding does not occur on the prepaid voucher), withholding occurs on the regular voucher using the total of the regular schedule rows and the related applied rows. If withholding is not postponed, (that is, if withholding occurs on the prepaid voucher) when the regular voucher is processed, only the non-applied rows are used as a basis for withholding.

> **Note**
>
> When there is withholding on a prepaid voucher (that is, when withholding is *not* postponed), the full gross amount of the prepaid voucher (not the amount of the payment to the supplier) is available for application to regular vouchers.

VAT on Prepayments

The accounting entries for prepayments also differ when they involve VAT. When the applied regular voucher is posted, all of the accounting entries for the associated prepayment vouchers are reversed, including the VAT accounting entries.

Related Topics

- Completing Voucher Attributes
  This section discusses how to view and modify voucher attributes.
- Calculating Withholding on Prepayments
  Prepayments enable you to pay for goods or services before an invoice is received. You can choose to withhold on the prepaid voucher, or postpone withholding until you process the final invoice. If you postpone withholding, the withholding is *not* calculated when the prepaid voucher is paid. It is calculated when the system applies the regular voucher to the prepaid voucher during the Voucher Posting process.

Scheduling and Recording Prepayments

Use the Voucher - Payments page (VCHR_PAYMENT_PNL) to schedule and record prepayments.

Navigation:

Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **Regular Entry**, and then **Payments**

PeopleSoft Payables treats prepaid vouchers like regular vouchers with some slight modifications with respect to payments. Schedule payments for prepaid vouchers using the Payments page, and then the Pay Cycle process picks up the scheduled payment and generates an actual check.

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You can also record payments for prepaid vouchers using the Payments page. Use the record payment feature to record checks that were processed outside PeopleSoft Payables.

To schedule the payment for a prepayment:

1. Enter a prepaid voucher for 1000.00 USD using a unique prepayment reference number in the **Prepayment Reference** field.
2. Run the Pay Cycle process and the system produces a check that you can mail to the supplier.
3. Receive a final voucher for 2001.00 USD.
4. Enter a regular voucher using the same prepayment reference number that you used on the prepaid voucher.
5. When you run the Voucher Posting process, it automatically calls the AP Prepayment Application process which applies the two vouchers to one another.

   Run the Pay Cycle process to create a second check for 1001.00 USD.

> **Note**
>
> You can also manually apply the vouchers, and the Pay Cycle process creates the second check.

To record the payment for a prepayment

1. Write a check and give it to the supplier.

   (Assume a supplier needs a check for a deposit of 1000.00 USD immediately).
2. Enter a prepaid voucher.

   On the Payments page, change the value in the **Action** field to *Record,* and enter the check number of the manual check.
3. Enter the final voucher when it comes in, and if you are using the **Prepayment Reference** field, the AP Prepayment Application process applies the two vouchers to each other during the Voucher Posting process.
4. The system issues a check to the supplier for the remainder amount when you run the Pay Cycle process.

Fields that Differ on the Payments Page

Field or Control	Description
Prepayment	Click this link to access the Apply Vouchers to Prepayment page. You can search for and apply eligible regular vouchers to a prepaid voucher. The link is enabled after the voucher is posted.
Discount	Discounts are not permitted on the payment for a prepaid voucher, so the **Discount, Net Due,** and **Discount Due** fields are unavailable for entry when you are entering a prepaid voucher.

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> **Note**
>
> Prepaid vouchers can only be paid with a single payment. The ability to insert and delete payments is disabled for prepaid vouchers. Also note that prepaid vouchers cannot be paid with an express payment.

Related Topics

- Scheduling and Creating Voucher Payments for Online Vouchers

Applying Final Invoices to Prepayments

This section describes how to search for eligible vouchers to apply to prepaid vouchers. It also discusses how to select and apply or unapply prepaid vouchers manually.

Pages Used to Apply Final Invoices to Prepayments

Page Name	Definition Name	Usage
Apply Vouchers to Prepayment Page	PPAY_MANUAL_APPLY	Apply and unapply vouchers manually to prepaid vouchers.

Apply Vouchers to Prepayment Page

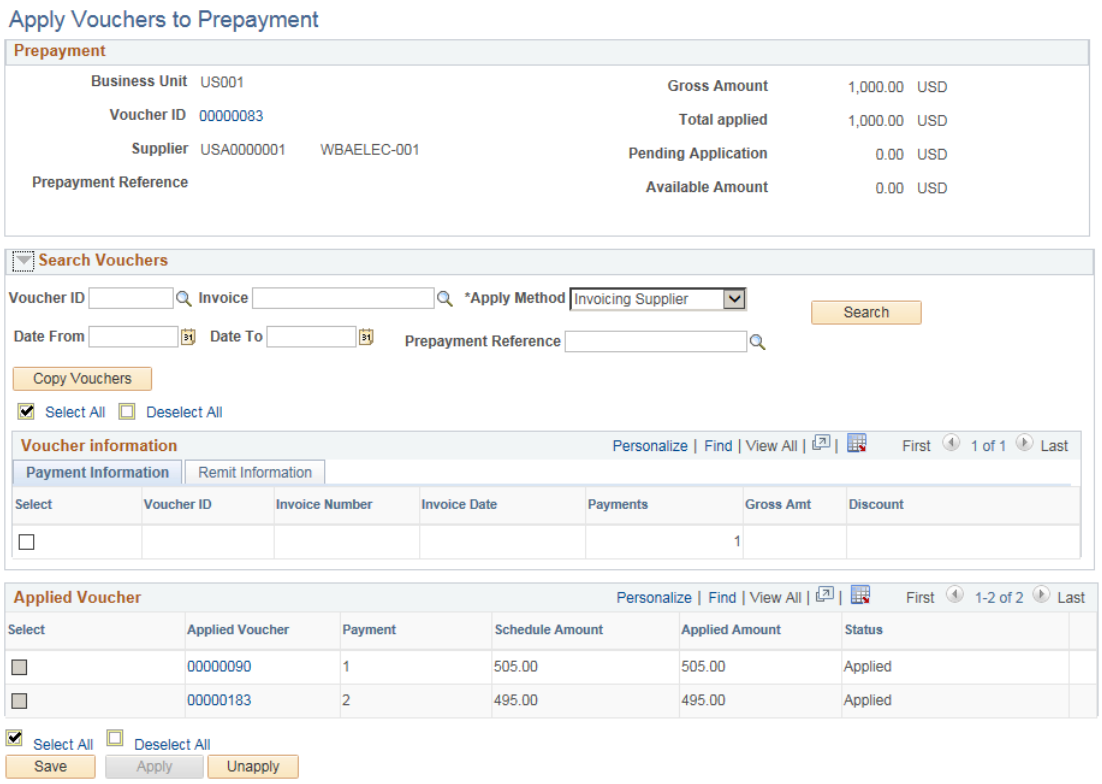
Use the Apply Vouchers to Prepayment page (PPAY_MANUAL_APPLY) to search for regular vouchers that are eligible for application to a prepaid voucher and to apply and unapply vouchers manually to prepaid vouchers.

Navigation:

Accounts Payable, and then **Payments**, and then **Manual Payment and Prepayment**, and then **Apply Vouchers to Prepayment**

This example illustrates the fields and controls on the Apply Vouchers to Prepayment page. You can find definitions for the fields and controls later on this page.

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The system only searches for regular vouchers with the same business unit, invoicing supplier, and transaction currency as the prepaid voucher.

> **Note**
>
> Prepaid vouchers must be paid before you can apply regular vouchers to them. Also note that if you apply vouchers manually, the reversal accounting entries are *not* created at the time of application; they are not created until you run the Voucher Posting process.

Prepayment

Contains details for the prepaid voucher.

Field or Control	Description
Voucher ID	Click to access the Voucher - Summary page where you can view the prepaid voucher.
Total applied	Displays the total amount of the regular vouchers that you have applied to the prepaid voucher.
Pending Application	Displays the amount of the regular vouchers that you have copied from the Voucher Prepayment search result but not applied to the prepaid voucher.

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Field or Control	Description
Available Amount	Displays the amount of the prepaid voucher that is still available for application to a regular voucher.

Search Criteria

Field or Control	Description
Voucher ID	Search for eligible regular vouchers by voucher ID or invoice ID.
Apply Method	Indicate which supplier the system should use when applying prepaid vouchers to regular vouchers. Values are: *Invoicing Supplier:* The system performs application based on the invoicing supplier of the prepaid and regular voucher. This is the default value. *Remit Supplier:* The system performs application based on the remit supplier of the prepaid and regular voucher. **Note:** You must select the invoicing supplier or remit supplier prior to entering either the voucher ID or the invoice ID.
Date From and **Date To**	Use to search for eligible vouchers whose invoice date falls within a specified range of time.
Prepayment Reference	Search for the appropriate regular voucher reference. This is an optional field.
Search	Click to search and display the regular voucher. The result displays regular vouchers header as well as payment schedules. If multiple payment schedules exist separate rows are displayed for each payment schedule.
Copy Vouchers	Click to copy the vouchers you selected into the Applied Vouchers section.

Voucher Information

Displays details about the regular vouchers that your search produced.

Payment Information

Displays details about the scheduled payments for the regular vouchers that your search produced.

Field or Control	Description
Select	Select for the scheduled payments that you want to copy to the Applied Voucher section. The selected rows are copied when you click the **Copy Vouchers** button.

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Remit Information

Displays details about the Remit Supplier with the Short Supplier name, Bank, and the type of Account.

Applied Voucher

Contains details for the regular applied voucher.

Field or Control	Description
Applied Voucher	Displays the voucher ID for the regular voucher.
Payment Count	Displays the payment count of the scheduled payment for this regular voucher.
Schedule Amount	Displays the amount and currency of the scheduled payment for this regular voucher.
Applied Amount	Enter the amount of the regular voucher that you want to apply to the prepaid voucher. Apply a partial amount or the full amount of the voucher. Once you apply the regular voucher to the prepaid voucher, this field becomes display-only, and shows you the amount and currency of the regular voucher that you have applied to the prepaid voucher. You can save the changes without applying. The voucher is not applied and the voucher status changes to *Unapplied*. You can apply the voucher at a later stage by clicking the **Apply** button.
Status	Displays the status of the reversal accounting entries for the applied voucher. Values are: • *Applied*: The regular voucher has been applied to the prepaid voucher. • *Not Applied*(payment not applied): The regular voucher has not been applied to the prepaid voucher. • *Unposted*: The regular voucher has been applied, but no reversal accounting entries have been created for it. • *Posted*: The regular voucher has been applied to the prepaid voucher, and reversal accounting entries have been generated for it. **Note:** You must unpost regular vouchers before you can unapply them.
	Click to delete the row. You can only delete rows that have *not* been applied to a prepaid voucher.
	Click to correct any exceptions before applying. An exception occurs when you attempt to save or apply a voucher that is already copied (in Unapplied status) to a different regular voucher.

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Field or Control	Description
Apply	Click to apply all of the vouchers pending application. The status changes to Applied and the applied amount is displayed. **Note:** The sum of the vouchers selected for application cannot exceed the available amount of the prepaid voucher. **Note:** If the voucher includes a tax amount that is not a part of the withholding calculation, a warning message is displayed that the tax amount is excluded from prepayment application.
Unapply	Click to unapply the vouchers that you have selected for unapply. The status changes to Unapplied. You can edit the applied amount and click Apply to apply the voucher. **Note:** You must unpost regular vouchers before you can unapply them. The Select for Unapply button is unavailable for regular voucher payment schedules that have been fully paid. **Note:** You must cancel the payment before you can unapply the regular voucher payment schedule.

> **Note**
>
> When you click the Apply All or Unapply buttons, the system saves the page and applies or unapplies the selected vouchers accordingly. If you save the page without clicking the Apply or Unapply buttons, the system does not apply or unapply the selected regular vouchers.

Additional Eligibility Criteria for Regular Voucher

To be eligible, regular vouchers must have the following characteristics:

- Approved.
- Entry status of *Postable.*
- Valid budget status.
- Voucher style of *Regular.*

Additional Eligibility Criteria for Regular Voucher's Payment

To be eligible, regular vouchers payments must have the following characteristics:

- Available for payment.
- Prepaid status of *Unapplied.*
- Not on hold or on withhold hold.
- Netting select status of *Applicable.*
- Gross amount of greater than zero.

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The business unit, invoicing supplier, and transaction currency of the prepaid voucher appear at the top of this page.

Generating Final Payments

After you apply the prepaid vouchers to the regular vouchers, run the Pay Cycle process to create the final payment. The system treats the applied voucher just as it treats any other regular voucher during payment selection.

You can also pay the balance of an applied regular voucher with a manual check. Use the Payments page or the Payment Creation feature to record manual payments.

Applied prepaid vouchers appear on the payment advice for the applied regular voucher.

This section lists the pages used to generate final payments.

Pages Used to Generate Final Payments

Page Name	Definition Name	Usage
Pay Cycle Manager Page	PYCYCL_MGR	Run and manage the Pay Cycle Application Engine process (AP_APY2015), from Payment Selection through output processing (printing checks and advices, producing EFT files, and so forth). Transfer to pay cycle exceptions pages and pay cycle detail and summary data pages, where you can handle exceptions and hold, exempt, or separate payments. View Pay Cycle processing status and results.
Voucher - Payment Page	VCHR_PAYMENT_PNL	Record a manually issued payment by changing the value of the **Action** field to *Record*.
Manual Pay Selection Page	AP_MAN_SEL	Enter criteria to build the manual payment worksheet.
Man Pay Worksheet Page	AP_MAN_ENTRY	Enter manual payment information.
Apply Voucher Page	AP_MAN_APPLY	Apply scheduled vouchers to the manual payment.

Related Topics

- Running and Managing Pay Cycles
  This section discusses how to process and manage pay cycles.
- Recording Manual Payments
- Creating Manual Payments
  To set up your auto-numbering for manual payments, use the Auto Numbering component (AUTO_NUM_PNL).

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Reviewing Prepayments

You can review prepayments using several inquiry pages and reports.

Pages Used to Review Prepayments

Page Name	Definition Name	Usage
Prepayment Inquiry Page	PREPAYMENT_INQ2	Review regular vouchers that have been applied to a prepayment.
Open Prepayments Report	RUN_APY2100	Define run parameters for the Open Prepayments report (APY2100). Use this report to review unapplied prepaid vouchers. See navigation details at the end of Prepayment Inquiry Page section.
Prepayment Settlements Report Page	RUN_APY2101	Define run parameters for the Prepayment Settlement report (APY2101). Use this report to review regular voucher payment schedules that have been settled (fully applied).

Prepayment Inquiry Page

Use the Prepayment Inquiry page (PREPAYMENT_INQ2) to review regular vouchers that have been applied to a prepayment.

Navigation:

Accounts Payable, and then **Review Accounts Payable Info**, and then **Payments**, and then **Prepayments**, and then **Prepayment Inquiry**

Enter your search criteria and click Search to retrieve a list of vouchers that meet your criteria. The system displays voucher information, including the payment schedule number, in the Search Results.

The system uses the payment schedule number to properly display payment information for the voucher. For example, you enter a prepayment voucher for a withholding supplier. The first schedule payment is paid to the supplier. The second schedule payment to the withholding entity has not been paid. When you inquire on the prepayment for the first schedule payment, the system displays the payment date and reference number. When you inquire on the prepayment for the second schedule payment, the system does not display any information in the payment date and reference number.

Prepaid Voucher

Displays information associated with the prepayment voucher.

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Field or Control	Description
Business Unit	Displays the business unit that is used when the prepayment voucher was entered.
Bank SetID	Displays the bank SetID that is associated with the bank code and account that was used for this prepayment.
Voucher ID	Displays the voucher ID that is associated with the prepayment voucher.
Bank Code	Displays the bank code for the account on which the prepayment was drawn.
Gross Amount	Displays the amount of the prepayment that was created for this voucher.
Bank Account	Displays the account on which the prepayment was drawn.
Payment Date	Displays the date that the prepayment was processed.
Reference	Displays the check number of the prepayment.
Balance	Displays the balance remaining on the prepayment. (That is, the prepayment amount less the applied amounts).

Applied Voucher

Displays information related to the regular applied vouchers.

Field or Control	Description
Applied Business Unit	Displays the business unit in which the applied voucher was entered.
Applied Voucher	Displays the voucher ID for the applied vouchers.
Gross Invoice Amount	Displays the gross amount of the applied voucher.
Applied Amount	Displays the amount of the regular voucher that has been applied to the prepaid voucher.
Reversal Posting Status	Displays the status of the reversal accounting entries for the applied voucher.

To access the Open Prepayments Report page, use the navigation: **Accounts Payable**, and then **Reports**, and then **Prepayments**, and then **Open Prepayments**

Prepayment Settlements Report Page

Use the Prepayment Settlements Report page (RUN_APY2101) to define run parameters for the Prepayment Settlement report (APY2101).

Use this report to review regular voucher payment schedules that have been settled (fully applied).

Navigation:

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Accounts Payable, and then **Reports**, and then **Prepayments**, and then **Prepayment Settlements**

Supplier Range

Field or Control	Description
From Supplier ID and **To Supplier ID**	Enter the from and to supplier IDs to restrict the report to single supplier or a range of suppliers.

Date Range

Field or Control	Description
From Date and **Through Date**	Enter the from and through dates to restrict the report to a single date or a range of dates.

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Processing Drafts

Understanding Draft Processing

This section discusses:

- Draft payment process flow.
- Sight codes.
- Supplier-initiated draft process.
- Customer-initiated draft process.
- Customer-initiated electronic fund transfer (EFT) draft process.
- Draft numbering.
- Draft maturity date calculation and processing.
- Draft staging process.
- Draft rounding calculation.
- Draft optimization (stamp tax minimization).
- Stamp tax calculation.
- Draft approval.
- Draft bank reconciliation and approval.
- Draft EFT bank files and EFT answer files.
- Draft statuses.
- Draft accounting entries.
- Draft accounting entries for value-added taxes (VAT).
- Draft write-offs.
- Draft processing limitations.

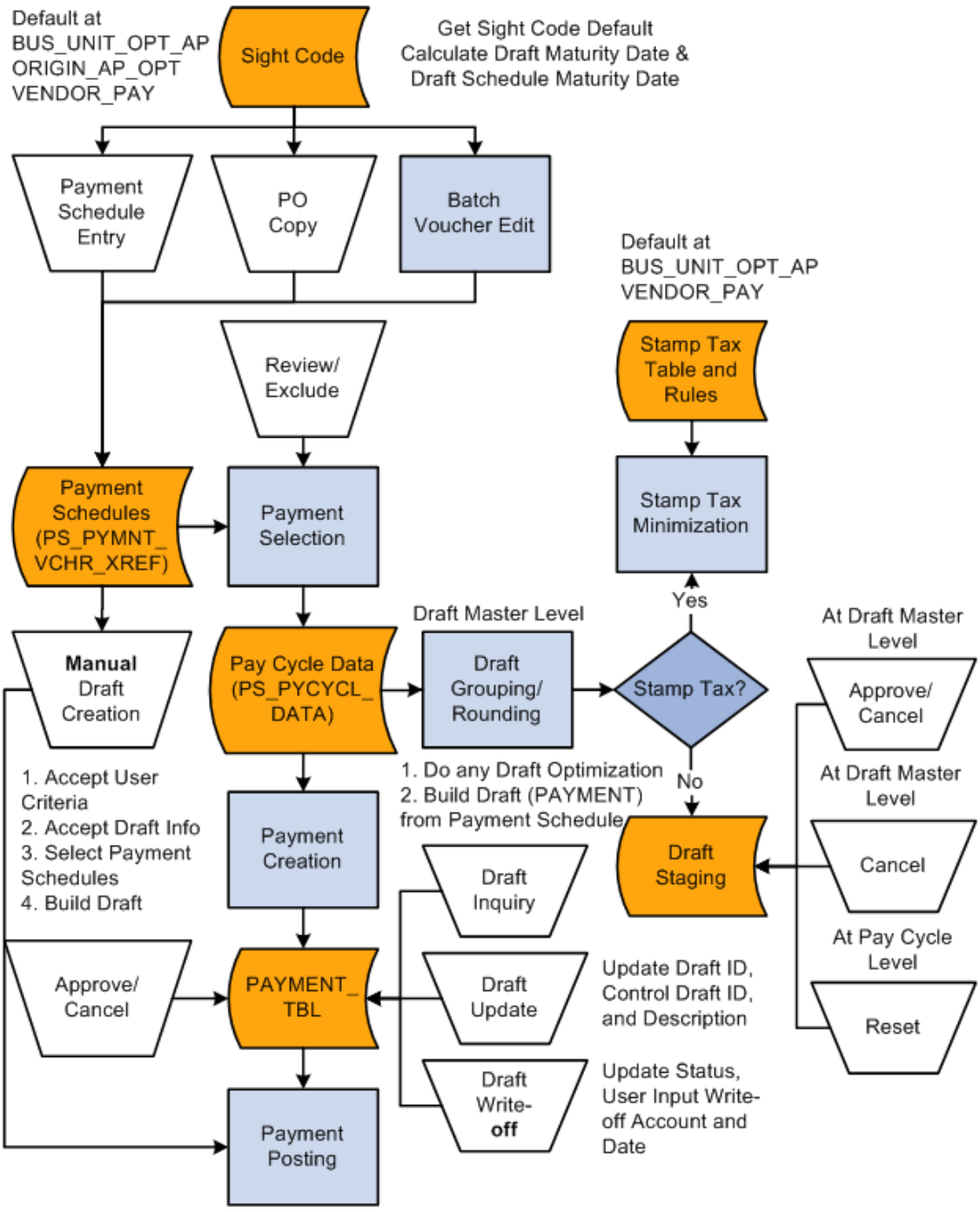
Draft Payment Process Flow

Drafts are used throughout the world in commercial transactions involving a customer or supplier who agrees to pay a specified amount on a certain day. Drafts are payments that are dated for some time in the future—usually in 30, 60, 90, or 120 days. PeopleSoft Payables currently supports customer-initiated electronic funds transfer (EFT) and supplier-initiated drafts, and enables you to manage and process these draft payments efficiently.

Before the draft due date, the system produces a draft that includes the draft identification number, the draft amount, and the draft maturity date. You send this draft to your supplier. About 10 days before the draft maturity date, the supplier submits the draft to its bank for collection and the supplier's bank asks your bank to honor the draft. When your bank verifies the funds, it pays the draft. PeopleSoft Payables checks for drafts that have matured at payment posting and changes the draft status of those matured drafts from *Approved* to *Due.*

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This flowchart illustrates the draft payment process in PeopleSoft Payables.



Related Topics

- Running and Managing Pay Cycles
  This section discusses how to process and manage pay cycles.
- Available PeopleSoft Payables Payment Formats
  Suppliers might require specific methods of making payments, such as issuing a check or sending payments electronically using a specific electronic file format. PeopleSoft Payables currently supports the following payment methods and formats:

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Sight Codes

The sight code references the agreed-upon payment terms between you and your supplier. Sight codes are similar to accounts payable and accounts receivable payment terms, such as NET30, except that sight codes do not use discounts. You can maintain your default sight codes at the business unit, origin, and supplier levels of the PeopleSoft default hierarchy.

Supplier-Initiated Draft Process

You always create Bill of Exchange (BOE) or supplier-initiated draft payments manually. After you record the draft information, PeopleSoft Payables creates the draft payment and generates the accounting entries. To create drafts manually, first create a draft identification number (draft ID) on the Create Manual Draft page and select the supplier. The system builds a worksheet that identifies scheduled payments that can be included on the draft. You select the scheduled payment to include for the draft.

> **Note**
>
> The Pay Cycle Application Engine process (AP_APY2015) does not process supplier-initiated drafts.

Supplier-initiated drafts differ from the check payment method because the supplier initiates payment and the draft is drawn against your bank account with a future due date—typically payable in 90 days. Upon the settlement date of the draft (at 90 days), you can assume that the whole amount of the draft has been withdrawn from your account.

Two types of supplier-initiated drafts are available: unapproved and preapproved. When a draft is unapproved, the supplier must send you the draft; however, when a draft is approved, no action is required on your part. You assume that your supplier will still send you a nonnegotiable draft as information.

A draft is not always sent with the invoice that it pays. In fact, a draft might be issued for several hundred individual invoices. The invoices might have been entered before the draft is received. In this case, upon receiving the draft, you must associate the draft payment with the appropriate invoices. You assume that your supplier always informs you about which invoices are being paid by the draft.

When supplier-initiated drafts are processed, the supplier might not send a voucher, because a draft notice can suffice for a voucher. If you receive a voucher, you enter it and select *Supplier Draft* as the payment method. The system computes the scheduled due date, the maturity date, or the scheduled maturity date based on the usual terms and the sight code (if used). The date might not be the actual date of the draft when it is issued, but it gives an estimate for forecasting. When you manually create draft payments, you enter the actual draft issue date and the draft settlement date.

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> **Note**
>
> If you haven't prearranged with your bank to receive a bank information file, you do not need to run the Draft Reconciliation and Approval process (PYMNT_APPR_RECON). Depending on whether the **Draft Issue Approval Required** check box is selected in the Payables options, however, you may need to run the Draft Reconciliation and Approval process to promote the draft status from *C* (created) to *A* (approved) before you can run the Payment Posting Application Engine process (AP_PSTPYMNT).

Related Topics

- Creating Drafts Manually
  This section provides an overview of manual draft creation.
- Drafts
  Drafts are used throughout the world in commercial transactions for which a customer or supplier agrees to pay a specified amount on a certain day. Drafts are payments that are dated for a time in the future—usually 20, 60, 90, or 120 days later. PeopleSoft Payables currently supports supplier-initiated drafts, customer-initiated drafts, and customer-initiated EFT drafts, enabling you to manage and process these draft payments efficiently.
- Reviewing Draft Payments

Customer-Initiated Draft Process

Bills of Order (BOO), or customer-initiated draft payments, are usually created by the Pay Cycle process, which you schedule to run according to your needs. The Pay Cycle process sequentially evaluates the vouchers in the PS_PYMNT_VCHR_XREF table, selects the payment schedules to be processed using the criteria that you establish, and then creates draft payments. If stamp tax minimization is applicable, PeopleSoft Payables splits the draft master and assigns sibling system draft identification numbers.

Customer-initiated drafts are most often processed by the Pay Cycle process and go through the approval process at that time. Drafts must be either in the *Approved* or *Created* status before they can be paid and accounting entries can be generated. If you don't require draft approval, you can select *Preapprove* on the Draft Options page of the Payment Selection Criteria component (PYCYCL_DEFN) before you start the Pay Cycle process. Preapproved drafts are created in the *Approved* status when the Pay Cycle process runs.

You can also create customer-initiated drafts manually on the Create Manual Draft page. You create manual customer-initiated drafts in the same way that you create supplier-initiated drafts.

Related Topics

- Creating Drafts Manually
  This section provides an overview of manual draft creation.
- Running and Managing Pay Cycles
  This section discusses how to process and manage pay cycles.
- Reviewing Draft Payments

Customer-Initiated EFT Draft Process

Customer-initiated EFT drafts are processed in PeopleSoft Payables much the same way that customer-initiated drafts are processed, except that you don't print the drafts. Instead of

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printing drafts, you send an EFT file to your bank when the draft payment is due. Your bank pays the draft on the draft maturity date.

> **Note**
>
> If you haven't prearranged with your bank to receive a bank information file, you do not need to run the Draft Reconciliation and Approval process; however, you do need to run the Draft Reconciliation and Approval process to promote the draft status from *C* (created) to *A* (approved).

Related Topics

- Draft Approval
  Draft approval is performed for supplier-initiated drafts, customer-initiated drafts, and customer-initiated EFT drafts. You can review and approve draft payments either before or after payment creation. If you select the **Preapprove** check box on the Payment Selection Criteria - Draft Options page, the system sets the draft status to *A* (approved) after the payment is created. If you do not select the **Preapprove** check box, the system sets the draft status to *C* (created), and you must approve the draft manually.

Draft Numbering

PeopleSoft Payables assigns a reference identification number—similar to a check number—to each draft. This reference number varies by draft type and business unit. PeopleSoft Payables prints this number on drafts, and you use it in your communication with your supplier as a means of identifying the draft. However, if you use preprinted stationery or supplier-initiated drafts, the number is already printed on the draft. In this case, you manually enter the preprinted number in the system as the draft identification number. You set up the draft reference number on the External Accounts - Payment Methods page when you set up bank information.

Automatic Draft Master Numbering

After you define the draft master ID, the Draft Staging process uses it to identify the payment schedule for a supplier for a group of drafts. To find the next master ID, you can use auto-numbering to search for a DTFP (or master draft ID). You set up your draft numbering scheme using the Auto Numbering (automatic numbering) page.

Draft Control Numbering

The draft control number is a system-assigned number that you use for auditing or internal control. During payment creation, the system assigns the draft control number, which is usually the same as the draft reference number. You can manually modify or override these numbers on the Draft Info Update (draft information update) page.

Related Topics

- Understanding Document Sequencing
  Statutory requirements in some countries require that all financial transactions *(documents)* be classified into different transaction types, and that within each transaction type, all documents entered be numbered sequentially. The Document Sequencing feature helps you maintain established business practices by meeting both of these requirements.
- Understanding Pay Cycle Manager
  This section discusses:

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- PeopleSoft Banks Setup and Processing: External Accounts - Payment Methods Page
- Application Fundamentals: Auto Numbering Page

Draft Maturity Date Calculation and Processing

When you save a voucher, PeopleSoft Payables automatically calculates the draft maturity date and the draft scheduled maturity date using the scheduled due date, sight code, and holiday values.

For example, suppose that your supplier's sight code is two months and the basis date for this sight code is the scheduled due date. The scheduled due date for the payment is March 21. After the system calculates the draft maturity date, the draft maturity date is May 21 (March 21 plus two months). Because May 21 is a bank holiday, the draft scheduled maturity date is adjusted one day, making the adjusted maturity date May 22. The draft scheduled maturity date is used by the Payment Posting process to create settlement accounting entries, to debit draft clearing accounts, and to credit cash accounts.

Now suppose that you have two vouchers from the same supplier with the following information:

Description	Field Name	Date
Scheduled pay date	SCHEDULED_PAY_DT	September 1, 2006
Draft maturity date	DFT_MAT_DT	October 1, 2006
Draft scheduled maturity date	DFT_SCHED_MAT_DT	October 2, 2006 (assuming the maturity date October 1 is a Sunday)

If you create a payment for these two vouchers in the Pay Cycle process, the payment will have the following dates:

Description	Field Name	Date
Draft issue date	CREATION_DT	September 1, 2006
Draft maturity date	DFT_MAT_DT	October 1, 2006
Payment date	PYMNT_DT	October 2, 2006

> **Note**
>
> You can manually override the draft maturity date and the adjusted draft scheduled maturity date during scheduled payment, but the voucher payment schedule due date must be before or equal to the draft maturity date or the adjusted draft scheduled maturity date.

Related Topics

- Draft Sight Codes Page
  Use the Draft Sight Codes page (APD_SIGHT_CODE_PNL) to create, modify, or view available draft sight codes.
- Running the Payment Posting Process
  You can post payments by Bank account, Payment method, and Individual payment.
- Application Fundamentals: Defining Business Calendars

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Draft Staging Process

When the Pay Cycle process runs, the Draft Staging Application Engine process (AP_DFT_PROC) can occur between payment selection and payment creation. The Draft Staging process groups scheduled payments and creates a temporary or virtual view of split draft payments. If you start the Pay Cycle process with payment selection, you must follow it with the Draft Staging process. If you start the Pay Cycle process with payment selection and payment creation, the Draft Staging process runs automatically. Depending on whether you have selected the **Preapprove** check box on the Draft Options page of the Payment Selection Criteria component, draft payment can ultimately be created with a *C* (created) or *A* (approved) status. After the Draft Staging process runs, you can review the scheduled payments on the Draft Staging Approval page, where you can approve or reject draft payments at the draft master level.

Because payments shown in the Draft Staging process have not yet been physically created or split (if you are using draft optimization), you can still reject the draft. If you approve the payment from the staging table, then the Payment Creation process creates a physical payment record, entering drafts with a status of *C* (created) or *A* (approved), based upon the approval option you selected on the Draft Options page in the Payment Selection Criteria component. For rejected draft payments, the status is returned to *Unselect* and the draft payment can be picked up during the next pay cycle.

Related Topics

- Running and Managing Pay Cycles
  This section discusses how to process and manage pay cycles.
- Reviewing Draft Payments

Draft Rounding Calculation

Draft rounding enables you to control at what point a draft is issued for payment, as well as the alternate payment method that is used for payments that do not meet your specifications. Draft rounding is specified for a supplier location on the Supplier Information - Payables Options page in the **Draft Processing Control** group box of the Additional Payables Options section and on the Draft Options page in the Payment Selection Criteria component.

To apply the draft rounding rules that you specify in the Payment Selection Criteria component, you must already have selected *Use Pay Cycle Default* for the supplier in the **Draft Rounding** field on the Supplier Information - Payables Options page. If you select *Do Not Use,* draft rounding does not occur for the supplier. If you select *Specify* and enter a rounding position, the Pay Cycle process uses that value. When the Pay Cycle process runs, draft rounding rounds down to the whole value that you specify in the **Rounding Position** field for the supplier or in the Payment Selection Criteria component, depending on the preceding criteria.

If you select draft rounding, the system totals the amount of scheduled payments, rounding to the number of positions that you specify. Any remaining amount is either not paid during the pay cycle or is scheduled for payment by an alternate payment method. You specify how you want to handle the remaining amount in the **Remaining Amount Action** field on the Supplier Information - Payables Options page and the Draft Options page. The default relationship between the supplier and the payment selection criteria is the same as for the draft rounding position.

Here is an example of how draft rounding calculation works. Suppose that you have two suppliers that you pay by draft.

You have specified the following rounding options for Supplier A:

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- Number of rounding positions: *5.*
- Remaining amount action: do not issue draft.

You specified the following rounding options for Supplier B:

- Number of rounding positions: *4.*
- Remaining amount action: alternate pay method.
- Payment method: check.

When the Pay Cycle process runs, the system finds the following scheduled payments for the suppliers:

Remit Supplier	Draft Master ID	Scheduled Payment
Supplier A	0001	3,000
Supplier B	0002	1,000,000
Supplier B	0002	3,001,500

Draft rounding calculation determines whether the total payment amount is over the rounding position value and, if so, what happens to the remaining amount. For the purposes of this example, draft rounding totals the scheduled payment amount for Supplier B and determines that the draft payment is over the rounding position value.

After rounding, these are the scheduled payments:

Remit Supplier	Draft Master ID	Scheduled Payment	Issue Draft?	Alternate Payment Method
Supplier A	0001	3,000	No	None
Supplier B	0002	1,000,000	Yes	None
Supplier B	0002	3,000,000	Yes	None
Supplier B	0002	1,500	No	Yes (check)

- Because Supplier A's rounding position is set at *5,* no draft is issued for the scheduled payment until the payment amount is equal to or greater than 100,000.
- Because Supplier B's rounding position is set at *4,* drafts are issued for the scheduled payments, because they are greater than the rounding position.

  Because the scheduled payment amount of 1,500 has exactly four positions, it is paid by check because the alternate payment method option is selected.

Related Topics

- Running and Managing Pay Cycles
  This section discusses how to process and manage pay cycles.

Draft Optimization (Stamp Tax Minimization)

Draft optimization, or stamp tax minimization, is primarily applied to Japanese domestic drafts and is performed during the Draft Staging process. Stamp tax minimization reduces tax liability by splitting draft payments and determining the optimum number and denominations of drafts. Currently, stamp tax minimization uses the Japanese yen as the payment currency, and it uses the current Stamp Tax table, which is updated by Japan's Ministry of Finance to determine the stamp tax amount. You maintain the Stamp Tax table on the Stamp Tax page.

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During draft staging, PeopleSoft Payables summarizes the payment schedule information, based on the criteria that you specify in the pay cycle selection criteria. The system determines the optimal number of drafts by using the draft master amount, the Stamp Tax table, and the maximum number of drafts that you specify. The Draft Staging process runs draft rounding, if applicable, and then runs stamp tax minimization. Drafts are then put into the staging table.

> **Note**
>
> Specify the **Group Code** on the Draft Maturity Date page to group payment schedules manually into one draft. Select the **Separate Payment** check box on the **Additional Payables Options** collapsible region on the Supplier Information - Payables Options page to create one draft for one payment schedule. You can preview, approve, or reject split draft payments on the Draft Staging Approval page.

Related Topics

- Draft Maturity Dates Page
  Use the Draft Maturity Dates page (APD_MATURIT_DT_SEC) to specify draft settings for a draft payment method.
- Running and Managing Pay Cycles
  This section discusses how to process and manage pay cycles.

Stamp Tax Calculation

Stamp tax calculation is based on the rules that you specify on the Stamp Tax Rule page in the Stamp Tax component (APD_STAMP_TAX_COM), and the Stamp Tax table associated with those rules on the Stamp Tax page. Here is an example with sample Stamp Tax table values:

Draft Amount From	Draft Amount To	Stamp Tax Amount
1	99,999	0
100,000	1,000,000	200
1,000,001	2,000,000	400
2,000,001	3,000,000	600
3,000,001	5,000,000	1,000
5,000,001	10,000,000	2,000
10,000,001	20,000,000	4,000

Suppose that these are the stamp tax rules for the Stamp Tax table:

Draft Amount From	Draft Amount To	Draft Split?	Draft Split Amount
1	2,999,999		
3,000,000	4,099,999	Yes	3,000,000
4,100,000	4,999,999		
5,000,000	9,099,999	Yes	5,000,000

Here are two stamp tax scenarios:

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Scenario A

The scheduled payment is for 8,400,000 JPY with a maximum number of drafts set to *4.* When draft optimization runs for the scheduled payment, the following drafts are created:

Number of Drafts	Draft Amount	Stamp Tax Amount
1	5,000,000	1,000
2	3,000,000	600
3	400,000	200
Total	8,400,000	1,800

Draft optimization performs the following actions:

1. Reviews the total value of the scheduled payment, and then finds the stamp tax rule that applies to the total amount.

   The total amount falls between the 5,000,000 to 9,099,999 range; drafts in this range are split at 5,000,000, giving us one 5,000,000 draft.

2. Checks the Stamp Tax table in the PeopleSoft system and determines that drafts for 5,000,000 are subject to stamp tax minimization in the amount of 1,000.

   This leaves a sum of 3,400,000.

3. Evaluates the stamp tax rules and finds that this amount falls within the 3,000,000 to 4,999,999 range.

   Drafts in this range are split at 3,000,000, giving us another draft of 3,000,000.

4. Checks the Stamp Tax table and determines that this amount is subject to stamp tax minimization in the amount of 600.

   This leaves a sum of 400,000.

5. Checks the Stamp Tax table and determines that this amount is subject to stamp tax minimization in the amount of 200.

Scenario B

The scheduled payment is for 8,400,000 JPY with a maximum number of drafts set to *2.* When draft optimization is performed for the scheduled payment, the following drafts are created:

Number of Draft	Draft Amount	Stamp Tax Amount
1	5,000,000	1,000
2	3,400,000	600
Total	8,400,000	1,600

Draft optimization performs the following actions:

1. Reviews the total value of the scheduled payment, then finds the stamp tax rule that applies to the total amount.

   The total amount falls between the 5,000,000 to 9,099,999 range.

   Drafts in this range are split at 5,000,000, so the system creates one 5,000,000 draft.

2. Checks the Stamp Tax table and determines that drafts for 5,000,000 are subject to stamp tax minimization in the amount of 1,000.

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This leaves a sum of 3,400,000.

3. Evaluates the stamp tax rules and finds that this amount falls within the 3,000,000 to 4,999,999 range.

   Drafts in this range are split at 3,000,000, so the system creates another draft of 3,000,000.

4. Checks the Stamp Tax table and determines that this amount is subject to stamp tax minimization in the amount of 600.

   Because you specified that the maximum number of drafts for this supplier is two, the payment is not split any further.

Your supplier pays the stamp tax to the appropriate taxing authority. You can view stamp tax detail on the Draft Payment Inquiry - Draft Detail page, or on the Draft Create Detail - Stamp Tax Summary report (APY2054), Drafts Create Detail report (APY2053), and Drafts Create Summary report (APY2056).

> **Note**
>
> Review drafts after they are split on the Draft Staging Approval page. After a draft has been split, the system assigns the split drafts with the same draft master number. You cannot delete a single split payment created as a result of draft optimization. You must delete the entire payment by draft master number. Therefore, in the preceding example with two drafts created after draft optimization, you could not delete only the second draft. You would need to delete the entire draft payment.

Related Topics

- Setting Up Draft Processing
  To set up your draft processing, use the following components:

Draft Approval

Draft approval is performed for supplier-initiated drafts, customer-initiated drafts, and customer-initiated EFT drafts. You can review and approve draft payments either before or after payment creation. If you select the **Preapprove** check box on the Payment Selection Criteria - Draft Options page, the system sets the draft status to *A* (approved) after the payment is created. If you do not select the **Preapprove** check box, the system sets the draft status to *C* (created), and you must approve the draft manually.

Reviewing and Approving Drafts Before Payment Creation

During pay cycle, select the *Payment Selection* value on the Pay Cycle Manager page.

After payment selection, run the Draft Staging process to group drafts and to perform draft optimization and rounding.

After draft staging, go to the Draft Staging Approval page, where you can review the draft payments and approve them before payment creation.

Reviewing and Approving Drafts After Payment Creation

If your bank does not send you a bank file containing draft details, you can approve drafts in the following way:

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1. After you run the Pay Cycle process or create drafts manually, use the Draft Approval page to manually update the draft status from *Created* to *Approved.*

   Depending on the option that you select on the Payables Options - Payment Options page, the system may require a status of *Approved* before it can generate accounting entries in the Payment Posting process.

2. Run the Payment Posting process to create accounting entries.

If your bank does send you a bank file containing draft details, you can approve drafts in the following way:

1. When your bank transmits an electronic file to you that contains the draft detail, use the Draft Reconciliation and Approval - Draft Approval page to perform draft approval.
2. Review draft payments that the automatic reconciliation process matches.
3. Accept, reject, or partially pay payments.

   The approval process updates the status for all accepted drafts with the *Approved* status so that the Payment Posting process can generate accounting entries.

4. Use the Prepare Bank Answer File page to create a bank answer file for those draft payments with exceptions, and send the bank answer file to your bank.
5. Run the Payment Posting process to create accounting entries.

Related Topics

- Reconciling and Approving Drafts
  During draft bank reconciliation, reconcile the payment information with actual bank information using the Draft Recon and Approval page. Before you can reconcile and approve drafts, you must have created draft payments in the Manual Draft Creation component (APD_MANDFT_SEL) or by running the Pay Cycle process. To import the bank file, select **PeopleTools**, and then **EDI Manager**, and then **Monitor EDI Processing**, and then **Schedule Inbound EC Agent.**
- Payables Definition - Payments Page
  Use the Payables Definition - Payments page (BUS_UNIT_TBL_AP5) to specify payment options for the business unit.
- Running and Managing Pay Cycles
  This section discusses how to process and manage pay cycles.
- Running the Payment Posting Process
  You can post payments by Bank account, Payment method, and Individual payment.

Draft Bank Reconciliation and Approval

You perform draft reconciliation and approval prior to the bank paying the draft. If exceptions exist, the bank does not pay the draft until you resolve the exception. The bank reconciliation process occurs after the bank pays the supplier and issues you a bank statement. When you receive your bank statements, reconciling draft payments is no different from reconciling any other payment type within PeopleSoft Payables. During bank reconciliation, you reconcile the payment information with the actual bank remittance.

If you have arranged with your bank to receive an electronic bank file containing the details relating to scheduled draft payments, you can use the Draft Recon and Approval (draft reconciliation and approval) component (PYMNT_APPR_RECON) to review and approve those draft payments that are coming due. If your bank does not send you a bank file containing draft details, approve your drafts manually. When the draft is due, review it on the Draft Approval page and manually change the draft status to *Approved* by selecting the **Approve** check box.

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Automatic draft reconciliation and approval occurs when your bank transmits an electronic bank file to you that contains the draft detail. You import the bank file by selecting **PeopleTools**, and then **EDI Manager**, and then **Monitor EDI Processing**, and then **Schedule Inbound EC Agent.** The Draft Reconciliation and Approval process performs matching against the bank file by selecting each draft payment. It then updates the status for all accepted drafts with the *Approved* status so that the Payment Posting process can generate accounting entries. The Draft Reconciliation and Approval process automatically matches drafts with the following equivalent parameters:

- The draft number on the payment in PeopleSoft Payables must exactly match the draft number in the bank file.
- The due date in PeopleSoft Payables can be less than or equal to the due date in the bank file.
- The amount of the payment in PeopleSoft Payables must exactly match the draft amount in the bank file.

The Matching Application Engine process (AP_MATCH) populates the Draft Reconciliation page with draft data, and it selects the drafts that do not match, citing a reason code. If the draft number and amount match, and the due date is later or equal to the due date in PeopleSoft Payables, then the draft is marked as *Approved.*

> **Note**
>
> The system requires a reject code for drafts that are not matched or that are rejected.

Related Topics

- Reconciling and Approving Drafts
  During draft bank reconciliation, reconcile the payment information with actual bank information using the Draft Recon and Approval page. Before you can reconcile and approve drafts, you must have created draft payments in the Manual Draft Creation component (APD_MANDFT_SEL) or by running the Pay Cycle process. To import the bank file, select **PeopleTools**, and then **EDI Manager**, and then **Monitor EDI Processing**, and then **Schedule Inbound EC Agent.**

Draft EFT Bank Files and EFT Answer Files

If you have arranged with your bank to process drafts electronically, your bank sends you an EFT file containing the payment information and it requests confirmation within a specified time. Select **PeopleTools**, and then **EDI Manager**, and then **Monitor EDI Processing**, and then **Schedule Inbound EC Agent** to load the EFT file from the bank into PeopleSoft Payables. The Draft Reconciliation and Approval process matches drafts in PeopleSoft Payables against drafts in the bank file.

Review exceptions on the Draft Recon and Approval - Draft Exceptions (draft reconciliation and approval - draft exceptions) page. When reviewing draft payment exceptions, you have two choices:

- You can reject the entire amount.
- You can pay only the amount entered in PeopleSoft Payables, rejecting the remaining balance.

After you review draft exceptions, use the Prepare Bank Answer File page to create a bank answer file. Select **PeopleTools**, and then **EDI Manager**, and then **Monitor EDI Processing**,

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and then **Schedule Outbound EC Agent** to respond to your bank by the deadline. If you don't send the bank answer file to your bank, the bank assumes that you agree that the draft information is correct and pays your supplier.

> **Note**
>
> If the draft maturity date is earlier than or the same as the date specified in the bank file, the draft maturity date criteria are met.

Related Topics

- Reconciling and Approving Drafts
  During draft bank reconciliation, reconcile the payment information with actual bank information using the Draft Recon and Approval page. Before you can reconcile and approve drafts, you must have created draft payments in the Manual Draft Creation component (APD_MANDFT_SEL) or by running the Pay Cycle process. To import the bank file, select **PeopleTools**, and then **EDI Manager**, and then **Monitor EDI Processing**, and then **Schedule Inbound EC Agent.**

Draft Statuses

This table describes the draft statuses:

Draft Status	Description
Create	The draft master is created and waiting to mature or be printed. During the payment posting process, the AP (accounts payable) liability account is debited, and the draft payable account is credited.
Approve	The draft has been manually or automatically approved during pay cycle.
Due	The draft has reached maturity. During the payment posting process, the draft payable account is debited, and the cash account is credited.
Reconcile	Bank reconciliation has been performed, and the draft has been date stamped.
Cancel	The draft has been canceled, and no accounting entries have been created.
Write Off	The draft has been approved and posted, but draft collections or exchange of draft occurs before the maturity date settlement. You can specify the write-off account and write-off date. The maturity date settlement does not happen when the draft is written off.

The draft status determines the processing characteristics for the draft and also determines how the system generates accounting entries. Drafts in PeopleSoft Payables have their own type of accounting entry because your cash account should not be credited immediately. When a draft is created, a temporary account (draft payable) is credited until the draft is due or reconciled.

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The accounting entry template defines draft payables accounts (such as draft - normal and draft - fixed asset) because you can associate multiple accounts with one bank or bank account. Draft accounts are defined at the bank account or bank account payment level.

PeopleSoft Payables assigns a document sequencing number to a draft whenever an accounting entry for a draft occurs so that you can track the life cycle of the draft payment.

Related Topics

- Running the Payment Posting Process
  You can post payments by Bank account, Payment method, and Individual payment.
- Understanding the Voucher Posting and Payment Posting Processes
  The Voucher Posting process creates accounting entries from vouchers. The system uses the accounting entry template and inheritance rules that you set up on the Accounting Entry Template and ChartField Inheritance pages to identify the offset accounts needed to create accounting entries. The entries include the expense distributions entered into the system, as well as additional entries for the payables offset, value-added tax (VAT) expense, nonprorated, nonmerchandise expenses, and closure expenses. These accounting entries are then available for generating general ledger journals, using the Journal Generator Application Engine process (FS_JGEN). Vouchers must be entered, approved, and posted before you can send voucher information to the general ledger.

Draft Accounting Entries

You run the Payment Posting process on the draft issue date to generate accounting entries for drafts with the *Approved* or *Created* status. If the draft issue date is earlier than or the same as the current date, then the Payment Posting process debits the AP liability account and credits the draft payable account. If the draft payment date (maturity date) is earlier than or the same as the current date, then the Payment Posting process debits the draft payable account and credits the cash account.

This table lists the accounting entries that are created as each accounting event occurs:

Draft Status	Accounting Entries
Approved or *Created*	DR AP Liability (APA) CR Draft Payable (DFC)
Cancellation entries	DR Draft Payable (DFC) CR AP Liability (APA)
Approved/Due	With cash clearing: DR Draft Payable (DFC) CR Cash Clearing (CAC)
N/A	No cash clearing: DR Draft Payable (DFC) CR Cash (CAS)
Cancellation entries	With cash clearing: DR Cash Clearing (CAC) CR AP Liability (APA)
N/A	No cash clearing: DR Cash (CAS) CR AP Liability (APA)
Due/Reconciled	DR Cash Clearing (CAC) CR Cash (CAS)

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Related Topics

- Accounting Entries for Draft Payments
  When a payment is made with the draft (EFT, customer, or supplier) payment method, it's necessary to post accounting entries to the draft clearing account. This should only be done when the payment has a post status of *U* (unposted) and has a draft status of *C* (created) or *A* (approved).

Draft Accounting Entries for VAT

Value added tax (VAT) is recorded at draft payment posting if you enter a VAT declaration point on the invoice as the payment date. The VAT amount is calculated based on the VAT rate that was effective on the invoice date.

This table shows the accounting entries that are generated when payments include VAT:

VAT Recovery Percentage	Accounting Entries
The VAT recovery is 100 percent.	DR VAT Input Recoverable (VIR) CR VAT Intermediate Recoverable (VIIR)
The VAT recovery is less than 100 percent.	DR VAT Input Recoverable (VAT Amount * Recoverable %) (VIR) DR VAT Input Non-Recoverable (VAT Amount * (100 – Recoverable %)) (VIN) CR VAT Intermediate (VIIR) CR VAT Intermediate Non-Recoverable (VIIN)
The VAT recovery percentage is equal to 0.	DR VAT Input Non-Recoverable (VIN) CR VAT Intermediate Non-Recoverable (VIIN)
The VAT Recalculate at Payment option is set.	One or a combination of the following entries: DR Discount Taken (VIDA) CR VAT Input Recoverable (VIDR) CR VAT Input Non-Recoverable (VIDN)

Related Topics

- Accounting Entries for Draft Payments
  When a payment is made with the draft (EFT, customer, or supplier) payment method, it's necessary to post accounting entries to the draft clearing account. This should only be done when the payment has a post status of *U* (unposted) and has a draft status of *C* (created) or *A* (approved).
- Understanding VAT Processing in PeopleSoft Payables
  PeopleSoft Payables enables you to record and report VAT information associated with vouchers. Before you can do this, you must set up your VAT environment and enable your business units for VAT.

Draft Write-Offs

After a draft has been approved and posted, but before the maturity date settlement, you can apply a write-off so that the maturity date settlement does not occur. Use the Draft Write-Off page to specify the write-off account and the write-off date. PeopleSoft Payables does not delete drafts that are written off from the PeopleSoft Payables system. When you run the Payment Posting process, it automatically creates accounting entries.

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Related Topics

- Draft Write Off Page
  Use the Draft Write Off page (APD_DRAFT_WO) to write off draft payments and enter write-off information for draft payments that you have posted.
- Running the Payment Posting Process
  You can post payments by Bank account, Payment method, and Individual payment.

Draft Processing Limitations

Draft functionality has the following limitations:

- Draft processing functionality does not support the use of multiple bank layouts. During processing, if the system needs to split a scheduled payment, the system can only use the default layout code of the defined bank account payment method for the newly created scheduled payment.
- Drafts cannot be processed through the PeopleSoft Financial Gateway.

Related Topics

- PeopleSoft Banks Setup and Processing: External Accounts - Payment Methods Page

Common Elements Used in Draft Processing

Field or Control	Description
Bank SetID	Displays the bank SetID for a bank account.
Bank Code	Displays the bank code for a bank account.
Bank ID	Displays a bank's identification number.
Payment ID	Displays the number of the draft. *NEXT* indicates that the system generates the number, incrementing the payment ID based on the last number used for a draft.
Remit SetID	Displays the remit SetID for the supplier.
Remit Supplier	Displays the name of the remit supplier.
Draft Ref (draft reference)	Displays the reference number for the draft payment. The system assigns the draft reference number when the Pay Cycle process runs or during manual draft creation. You can manually override the draft reference number on the Draft Info Update page. *NEXT* indicates that the system generates the number based on the value in the Last Ref Number (last reference number) field on the Payment Method page in the External Bank component (BANK_EXTERNAL).
Draft Control ID	Specify the draft control ID. The system assigns the same number that it uses for the draft reference number; however, you can override the draft control ID on the Draft Info Update page. You use this number for internal auditing purposes.

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Field or Control	Description
Draft Status	Search by draft payment status by selecting: • *Approved:* Searches for only those drafts with an Approved status that meet other search criteria. • *Created:* Searches for only those drafts with a Created status that meet other search criteria. • *Both:* Searches for drafts with a status of either Approved or Created that meet other search criteria.
Payment Method	Select the payment method for the draft: • *Cust Draft* (customer draft): Customer-initiated draft payments. • *EFT Draft* (electronic funds transfer draft): EFT customer-initiated draft payments.
Settlement Date	Displays the draft payment settlement date.
Queue Inst (queue instance)	Displays the queue instance number that is generated by the system when you run the EDI Manager Inbound EC Agent process.
Draft Maturity Date	Displays the date on which the draft matures.
Reject Code	Displays the current reason that the draft payment is rejected. You can change the reason by entering a different reject code from the list of values: *13*: Draft ID not clear enough. *19*: Remitted to another bank. *39*: Do not pay non-appv (nonapprove) draft. *70*: Litigation. *71*: Already paid. *72*: Wrong acceptance code. *73*: Amount disputed. *74*: Disagreement on due date. *75*: Extended due date request. *76*: Late claim. *90*: Partial payment of the drawee.
Bank Report Num (bank report number)	Displays the bank report number from the bank file.
Branch ID	Displays the supplier's bank branch identification number.
Last Date to Respond	Displays the last day that you can respond to the bank file. If you do not respond by this date, the bank assumes that you agree that the payment amount is correct.

Creating Drafts Manually

This section provides an overview of manual draft creation.

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Pages Used to Create Drafts Manually

Page Name	Definition Name	Usage
Manual Draft Creation Page	APD_MANDFT_SEL	Manually create customer-initiated or supplier-initiated drafts.
Manual Draft Entry Page	APD_MANDFT_ENTRY	Review drafts that you created on the Manual Draft Creation page. You must have previously created a manual draft payment to access this page. If you click the **Build** button on the Manual Draft Creation page and save the worksheet without completing the draft information, you can use this page to edit or complete the manual draft payment information. If you previously created the draft payment, you cannot edit any of the draft payment information. In this circumstance, this page is for information only.
Manual Draft Apply Page	APD_MANDFT_APPLY	Apply vouchers to manual drafts.

Understanding Manual Draft Creation

When you receive the draft (or draft notice for preapproved drafts), enter the draft on the Create Manual Draft page. The payment date is the draft due date. When you apply the draft to the appropriate vouchers, the scheduled due date, net due date, and payment method for each voucher are corrected to match the draft issue date, maturity date, and draft payment method. The vouchers are then marked as paid. With this process, you can apply multiple vouchers to a single draft.

> **Note**
>
> If financial sanctions validation is enabled at the installation level or the bank level, you cannot create a manual draft worksheet 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 a particular supplier's bank, the system may allow you to create a manual payment worksheet for a supplier with a financial sanctions status of *Review.* The system validates the supplier against financial sanctions lists (for example, the Specially Designated Nationals (SDN) list) when you attempt to build a manual draft worksheet.

See PeopleSoft Source to Settle Common Information: Understanding Financial Sanctions Validation.

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Withholding on Manual Drafts

In PeopleSoft Payables, you can calculate withholding at payment time or at voucher posting time by specifying a setting for the withholding entity. This withholding calculation setting appears by default on the voucher. If withholding for a voucher is set for calculation at payment time, users with the appropriate authority can override this setting to have withholding calculated at voucher posting time.

In the case of manual drafts, the system invokes the withholding calculation routine for any drafts applied to withholding-applicable vouchers. The withholding reporting tables are updated accordingly.

On the Manual Draft Creation page, you have the option of applying manual drafts only to vouchers that have already had withholding calculated at voucher posting time. If the **Withholding Calculated** field is selected (the default setting), the system allows you to apply manual drafts only to vouchers that are set to withhold at voucher post and that have been posted.

You can deselect this check box, in which case the system allows you to apply manual drafts to all withholding-applicable vouchers for the remit supplier, regardless of whether withholding has been calculated. The only exceptions are vouchers requiring withholding calculation at voucher post that have not been posted as yet. In this case, the system does not physically withhold, but it does update the withholding reporting table with the applicable withholding transaction amount for reporting purposes.

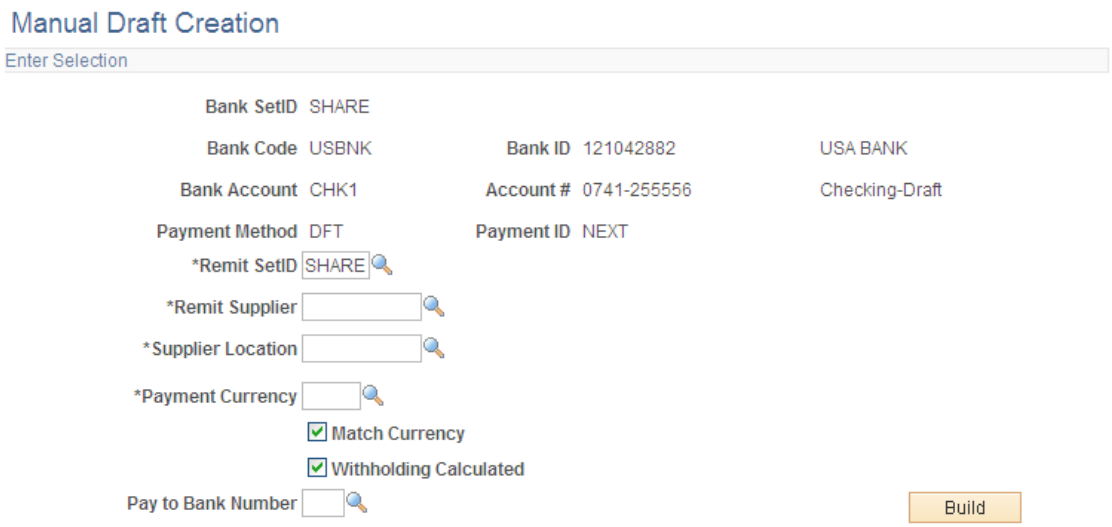
Manual Draft Creation Page

Use the Manual Draft Creation page (APD_MANDFT_SEL) to manually create customer-initiated or supplier-initiated drafts.

Navigation:

Accounts Payable, and then **Payments**, and then **Drafts**, and then **Create Manual Draft**, and then **Manual Draft Creation**

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



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Enter the bank code and account information.

Field or Control	Description
Remit SetID, Remit Supplier, and **Supplier Location**	Enter the SetID, remit supplier ID, and supplier location for the supplier to whom you remit the manual payment. When you build the worksheet, the system returns eligible scheduled payments with the same supplier information. **Note:** If financial sanctions validation is enabled and the supplier has a financial sanctions status of *Review* or *Blocked,* the system displays a warning that the supplier selected is currently under financial sanctions review and vouchers for this supplier cannot be applied against a manual draft.
Payment Currency	Displays the payment currency for the draft payment.
Match Currency	Select this option to return scheduled payments with the same payment currency. If you do not select this option, the system returns all eligible scheduled payments for the remit supplier, regardless of their payment currency, and converts them to the selected supplier's currency.
Withholding Calculated	Select return only those vouchers for the remit supplier that have had withholding calculated—that is, those vouchers for which withholding has been calculated at voucher posting time and that have been posted. If this check box is deselected, all vouchers for the remit supplier are available on the manual draft worksheet, excluding vouchers that are set to have withholding calculated at voucher posting and that have not yet been posted. The Withholding tab of the Manual Draft Entry - Manual Draft Apply page displays two flags indicating whether the voucher is withholding-applicable and whether withholding has been calculated.
Pay to Bank Number	Specify the bank to which the draft payment is made. The pay-to bank number is used as one of the matching criteria for the scheduled payments that you apply to the draft payment. Only those scheduled payments that have the specified pay-to bank number appear when you click the **Build** button. The value in the **Pay to Bank Number** field is a system-created value that is associated with each supplier bank account that you define on the Supplier Bank Account page.

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Field or Control	Description
Build	Click to create a temporary worksheet for the manual draft payment, based on the remit supplier, supplier location, and payment currency that you specify. Assign a draft worksheet ID search for scheduled payments that match the specified criteria. The system displays the Manual Draft Entry page, where you can enter the payment amount, draft drawee, payment description, and draft maturity date. **Note:** If financial sanctions validation is enabled, the system validates the supplier against financial sanctions lists (for example, SDN list) when you click the **Build** button. The system updates the supplier's financial sanctions status on the Supplier Information component (VNDR_ID). The system does not allow you to build a draft worksheet 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 a particular supplier's bank, the system may allow you to create a manual draft worksheet for a supplier with a financial sanctions status of *Review.* See PeopleSoft Source to Settle Common Information: Understanding Financial Sanctions Validation.

When you save manual drafts, the status of the draft varies depending on the values that you selected on the Payables Options - Payment Options page:

- If you selected the **Draft Issue Approval Required** check box, the status of the manual draft is *Approved.*
- If you did not select the **Draft Issue Approval Required** check box, the status of the manual draft is *Created.*

> **Note**
>
> After the system builds a draft worksheet, if you decide that you don't want to create the manual draft, you can remove the draft worksheet by using the Delete Worksheets page. You cannot delete a draft worksheet if you have applied scheduled payments to the manual draft and saved the draft worksheet. After you have applied scheduled payments to the manual draft, you can cancel the manual draft payment by using the Cancel Manual Draft page.

Manual Draft Entry Page

Use the Manual Draft Entry page (APD_MANDFT_ENTRY) to review drafts that you created on the Manual Draft Creation page.

If you click the Build button on the Manual Draft Creation page and save the worksheet without completing the draft information, you can use this page to edit or complete the manual draft

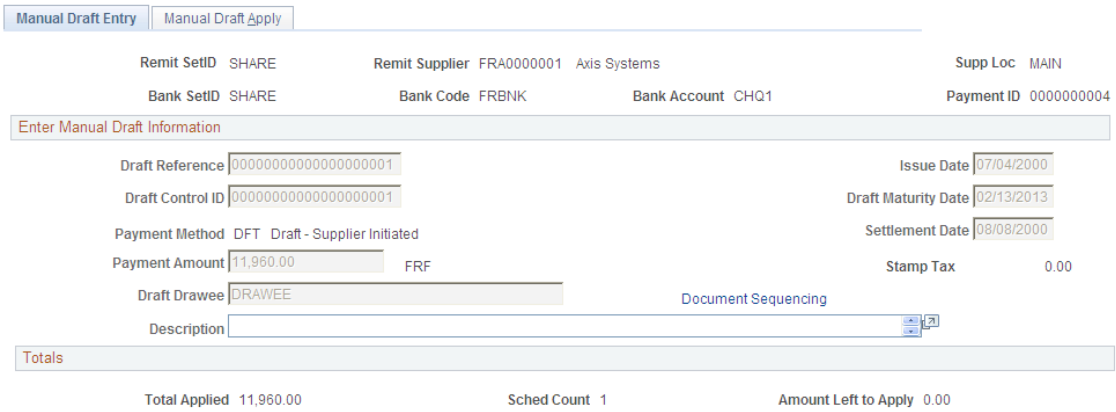
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payment information. If you previously created the draft payment, you cannot edit any of the draft payment information. In this circumstance, this page is for information only.

Navigation:

- **Accounts Payable**, and then **Payments**, and then **Drafts**, and then **Update Manual Draft Worksheet**, and then **Manual Draft Entry**
- Click the **Build** button on the Manual Draft Creation page.

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



Enter the manual draft information.

Field or Control	Description
Issue Date	Specify the draft issue date. The draft issue date is the same as the draft creation date.
Payment Amount	Enter the amount of the draft payment. The system displays the currency in which the draft payment is paid. This value derives from the supplier's bank account. You can specify a different currency on the Create Manual Draft page.
Stamp Tax	Displays the amount of any applicable stamp tax for the draft.
Draft Drawee	Enter the name of the entity to whom the draft payment is made.

Totals

Field or Control	Description
Totals Applied	Displays the amount of the payment applied to the draft.
Sched Count (scheduled count)	Displays the number of scheduled payments that apply to the payment.
Amount Left to Apply	Displays the payment amount remaining that is not applied to the draft payment.

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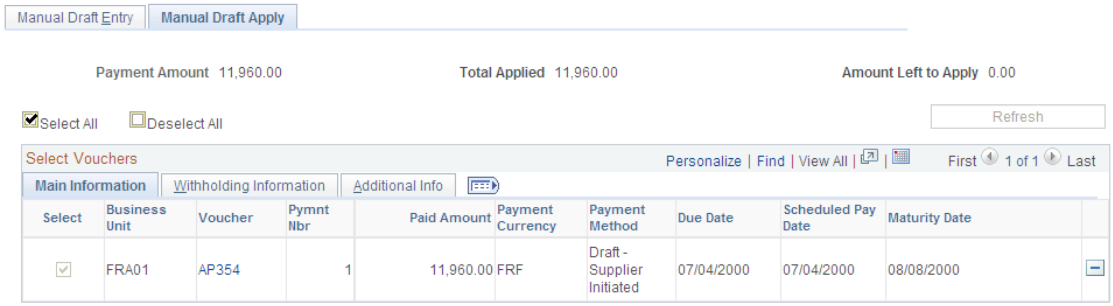
Manual Draft Apply Page

Use the Manual Draft Apply page (APD_MANDFT_APPLY) to apply vouchers to manual drafts.

Navigation:

Accounts Payable, and then **Payments**, and then **Drafts**, and then **Update Manual Draft Worksheet**, and then **Manual Draft Apply**

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



Field or Control	Description
Payment Amount	Displays the payment amount currently entered on the Manual Draft Entry worksheet page.
Total Applied	Displays the total amount of the scheduled payments currently applied to this manual draft.
Amount Left to Apply	Displays the difference between the manual draft payment amount and the total amount of the applied scheduled payments.
Refresh	Click to apply the selected scheduled payments to the manual draft and recalculate the total applied amount and the amount left to apply.

> **Note**
>
> Multiple views of this page are available by clicking the tabs in the scroll area.

Main Information

Select the Main Information tab.

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Field or Control	Description
Select	Select the check box next to vouchers that you want to include in the draft payment. Deselect the check box if you do not want the voucher to be included in the draft payment.
Business Unit	Displays the business unit for the scheduled payment.
Voucher	Displays the voucher ID of the selected payments. Click any of the voucher IDs listed to access the Voucher Inquiry page for that voucher.
Pymnt Nbr (payment number)	Displays the number of vouchers included in the scheduled payment.
Paid Amount	Displays the amount of the payment.
Payment Currency	Displays the currency of the payment.
Payment Method	Displays the payment method for the voucher.
Due Date	Displays the voucher payment due date.
Scheduled Pay Date	Displays the payment scheduled due date.
Maturity Date	Displays the draft maturity date.

Withholding Information

Select the Withholding Information tab.

Field or Control	Description
Withholding Applicable	Displays whether a voucher is withholding-applicable.
Withholding Calculated	Displays whether a voucher has had withholding calculated—for example, at voucher post. If you select a voucher that is withholding-applicable but has not had withholding calculated, the system does not physically withhold for the voucher. Instead it creates withhold transactions based on the amount paid or amount subject to withholding for reporting purposes only. The voucher is treated as 0 percent withholdable. This ensures that the paid amount is reported for withholding. **Note:** For suppliers that require physical withholding, a withholding amount is not withheld.

Additional Info

Select the Additional Info (additional information) tab.

Field or Control	Description
Bank and **Account**	Displays the bank and type of bank account from which the scheduled payment is created.

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Field or Control	Description
Gross Payment Amount and **Transaction Currency**	Displays the gross amount and transaction currency of the scheduled payment.
Pay to Bank Nbr (pay to bank number)	Displays a system-created value that is associated with each supplier bank account that you define on the Supplier Bank Account page.
Bank Account #	Displays the bank account number.
IBAN	Displays the international bank account number (IBAN) in addition to the local, domestic bank account number when the country has been set up to display the IBAN on the IBAN Formats page.
Do Not Mix BU (do not mix business units)	Indicates the option selected on the Payables Definition - Payments page. If this check box is selected, you can select only vouchers with the same PeopleSoft Payables business unit as the payment that you are creating.
Separate Payment	Indicates the option selected on the Payments page in the Voucher component. You can select a scheduled payment that has this check box selected. However, you cannot select any other scheduled payments. If you do, the system displays an error message.

Managing Drafts

This section discusses how to:

- Cancel manual drafts.
- Delete posted manual draft worksheets.
- Approve unposted draft payments.
- Update draft information.
- Write off draft payments.
- Enter draft write-off details.

Manual Draft Cancellation Page

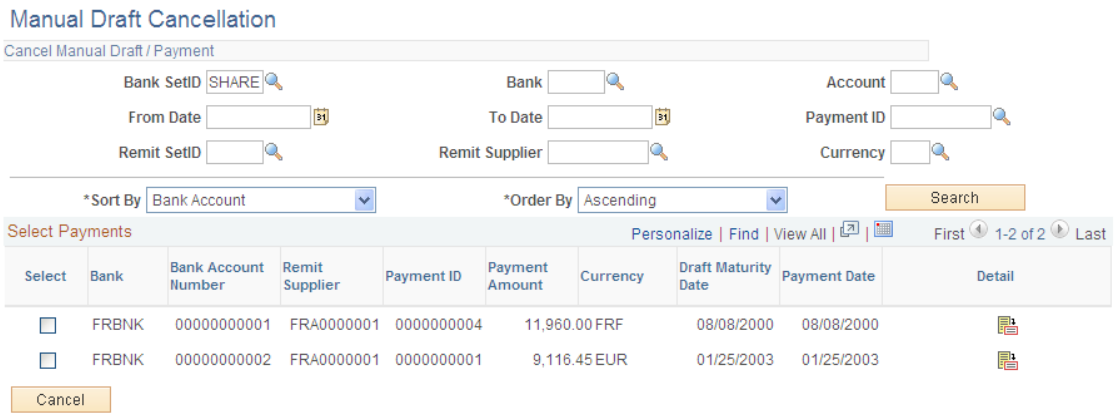
Use the Manual Draft Cancellation page (APD_MANDFT_CANCE) to cancel a manual draft after it has been created.

Navigation:

Accounts Payable, and then **Payments**, and then **Drafts**, and then **Cancel Manual Draft**, and then **Manual Draft Cancellation**

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

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Cancel Manual Draft/Payment

Field or Control	Description
Account	Specify the bank account.
From Date and **To Date**	Enter the first and last dates of the range in these fields to search by payment date.
Sort By	Select the value by which you want to sort the search results. You can sort results by bank, currency, maturity date, paid amount, payment ID, settlement date, and supplier.
Order By	Select whether to order the results in ascending or descending order.

Select Payments

Field or Control	Description
Select	Select the check box for a draft payment to mark it for cancellation.
Bank Account Number	Displays the bank account that receives the payment.
IBAN	Displays the international bank account number (IBAN) in addition to the local, domestic bank account number when the country has been set up to display the IBAN on the IBAN Formats page
Payment Date	Displays the that date the payment is to be paid or settled.
	Click to view a list of the vouchers that are applied to the draft.
Cancel	Click to cancel the selected draft payments after selecting check boxes next to the draft payments.

Delete WS (After Posting) Page

Use the Delete WS (After Posting) page (APD_MANDFT_DELETE) to delete a manual draft worksheet.

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Navigation:

Accounts Payable, and then **Payments**, and then **Drafts**, and then **Delete Draft Worksheet**, and then **Delete WS (After Posting)**

The search functionality of this page is similar to that of the Cancel Manual Draft page.

See Manual Draft Cancellation Page.

Select Payments

Field or Control	Description
Select	Select the check box for a draft payment to mark it for deletion.
Bank Account Number	Displays the bank account that issues the payment.
Payment Date	Displays the date that the payment is scheduled to be paid or settled.
Delete	Click to remove the selected draft worksheets.

Draft Approval Page

Use the Draft Approval page (PYMNT_MAN_APPR) to approve unposted draft payments manually.

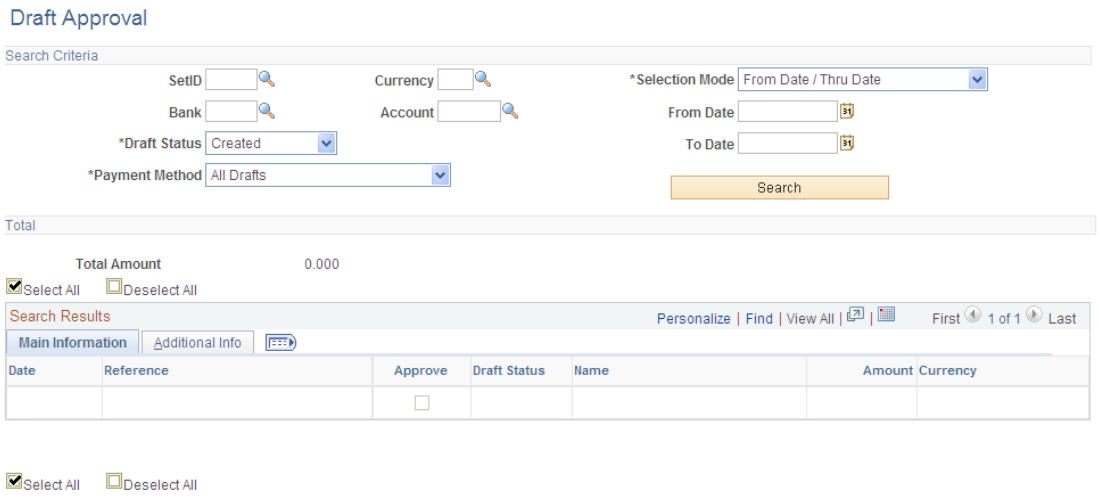
Navigation:

Accounts Payable, and then **Payments**, and then **Drafts**, and then **Draft Approval**

The draft payments must be created but not posted before you can access this page.

When the Pay Cycle process runs without the *Preapprove* option selected on the Draft Options page of the Payment Selection Criteria component, the draft payment is created with a status of *Created.* If you selected the *Preapprove* option, draft payments are created with a status of *Approved.*

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



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Field or Control	Description
SetID	Enter to search by bank SetID. This field is required.
Selection Mode	Select an option to search by either of the following criteria: *From Date/Thru Date:* Searches by payment date range. *From Ref/To Ref* (from reference/to reference): Searches by a reference number range for drafts.
From Date	Enter the beginning date or reference number.
To Date	Enter the ending date or reference number.
Bank	Enter to search by bank code. This field is required.
Payment Method	Search by payment method for the voucher. Select from *ALL*, *Cust Draft* (customer draft), *EFT Draft* (electronic funds transfer draft), or *Vndr Draft* (supplier draft).
Account	Enter to search by bank account. This field is required.
Draft Status	Search by current draft status. Drafts with the *Approved* or *Created* draft status can be posted when the Payment Posting process runs.

Total

Field or Control	Description
Total Amount	Displays the total amount for the draft payments that meet the search criteria.

Main Information

Select the Main Information tab in the **Search Results** scroll area.

Field or Control	Description
Date	Displays the draft payment date.
Reference	Displays the draft reference number.
Approve	Select the payment for approval. When you click the **Save** button, the system changes the draft payments status to *Approved.*
Amount	Displays the amount and currency of the draft payment.

Additional Info

Select the Additional Info tab in the **Search Results** scroll area.

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Field or Control	Description
Pay Status	Displays the payment status of the draft: *Alignment:* The payment is used for alignment purposes. *Paid:* The payment was made. *Pre-Note:* The data is a bank prenote. You typically use prenotes when setting up electronic banking. *Overflow:* The payment printed on an overflow advice. *Replaced:* The payment was replaced. For example, when a check is reprinted with a new check number, the check number is given the status of *Replaced.* *Stopped:* The payment was reversed. Use the Payment Cancellation page to stop a canceled payment. *Undo:* The canceled payment was undone. Use the Payment Cancellation page to undo a canceled payment. *Void:* The payment is void. Use the Payment Cancellation page to void a canceled payment. *Deleted:* The payment was deleted.

Related Topics

- Canceling Individual Payments
  This section provides an overview of payment cancellation with associated liabilities and discusses how to cancel a payment.

Draft Info Update Page

Use the Draft Info Update page (APD_DRAFT_UPD) to update the draft reference number, the draft control number, and the payment message.

Navigation:

Accounts Payable, and then **Payments**, and then **Drafts**, and then **Draft Information Update**, and then **Draft Info Update**

Enter Selection

Enter the draft reference or the draft control ID.

Results

Field or Control	Description
Draft Amount	Displays the total amount of the draft payment.
	Click to update the draft reference number and the draft control identification number on the Draft Update page.

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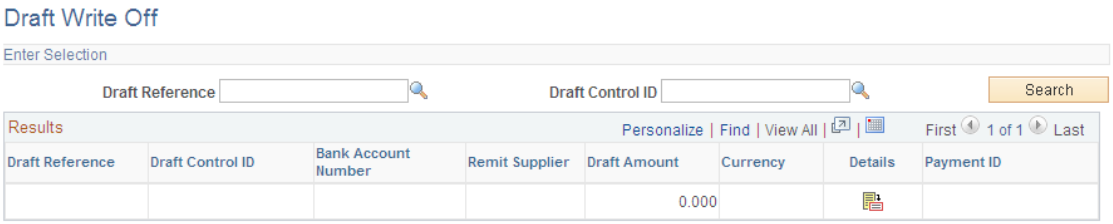
Draft Write Off Page

Use the Draft Write Off page (APD_DRAFT_WO) to write off draft payments and enter write-off information for draft payments that you have posted.

Navigation:

Accounts Payable, and then **Payments**, and then **Drafts**, and then **Draft Write-Off,**

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



Prerequisites

Available drafts have a status of *Approved* or *Posted,* but they have not yet reached the maturity date.

Results

Field or Control	Description
Draft Amount	Displays the total amount of the draft payment.
	Click to access the Draft Write Off Details page, and enter the write-off account and write-off date.

Draft Write Off Details Page

Use the Draft Write Off Details page (APD_DRAFT_WO_SEC) to enter the write-off account and write-off date.

Navigation:

Click the **Details** button on the Draft Write Off page.

Field or Control	Description
Master ID	Displays the draft master identification number.
Creation Date	Displays the payment creation date.
Amount	Displays the amount and currency of the draft payment.
Account	Displays the bank account.
Account # (account number)	Displays the bank account number.

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Field or Control	Description
IBAN	Displays the international bank account number (IBAN) in addition to the local, domestic bank account number when the country has been set up to display the IBAN on the IBAN Formats page.
GL Unit (general ledger unit)	Displays the general ledger business unit for the draft payment.
Write Off Acct (write off account)	Select the account from which the draft payment is written off.
Alternate Acct (alternate account)	(Optional) Enter a statutory account.
Write Off Date	Specify the effective date for the draft payment write-off.

Reconciling and Approving Drafts

During draft bank reconciliation, reconcile the payment information with actual bank information using the Draft Recon and Approval page. Before you can reconcile and approve drafts, you must have created draft payments in the Manual Draft Creation component (APD_MANDFT_SEL) or by running the Pay Cycle process. To import the bank file, select **PeopleTools**, and then **EDI Manager**, and then **Monitor EDI Processing**, and then **Schedule Inbound EC Agent.**

After reconciling your draft payments, you may want to submit a bank answer file to your bank regarding the draft payments.

> **Note**
>
> If you haven't prearranged with your bank to receive a bank information file, you do not need to run the Draft Reconciliation and Approval process; however, you do need to run the Draft Reconciliation and Approval process to promote the draft status from *C* (created) to *A* (approved).

Pages Used to Reconcile and Approve Drafts

Page Name	Definition Name	Usage
Draft Reconciliation Page	PYMNT_AUTO_REC	Perform automatic draft reconciliation and approval when your bank transmits an electronic bank file to you that contains the draft detail. The Draft Reconciliation and Approval process does matching against the bank file by marking each draft payment as approved.

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Page Name	Definition Name	Usage
Draft Approval Page	PYMNT_AUTO_APPR	Review draft payments that the automatic reconciliation process matches. You can accept, reject, or partially pay payments. The approval process updates the status for all accepted drafts with the status *Approved* so that the Payment Posting process can generate accounting entries.
Payment/Bank Details Page	PYMNT_APPR_DTL	Review draft payment information from the imported bank file.
Draft Exceptions Page	PYMNT_AUTO_EX	Review automatic bank reconciliation draft payment exceptions and the reason codes that indicate why payments are marked as not payable.
Reconciliation Summary Page	PYMNT_AUTO_SUMM	View a summary of the draft payment totals after reviewing the automatic draft payment reconciliation and approval results.
Prepare Bank Answer File Page	PYMNT_AUTO_OUTP	Prepare a bank answer file before sending the file by selecting **PeopleTools**, and then **EDI Manager**, and then **Monitor EDI Processing**, and then **Schedule Outbound EC Agent.** You must complete draft reconciliation and approval before you can access this page.
Delete Imported Bank Data Page	PYMNT_AUTO_DEL	Delete bank file data that you imported into PeopleSoft Payables. At least one bank file must be imported into the system before you can access this page.

Draft Reconciliation Page

Use the Draft Reconciliation page (PYMNT_AUTO_REC) to perform automatic draft reconciliation and approval when your bank transmits an electronic bank file to you that contains the draft detail.

The Draft Reconciliation and Approval process does matching against the bank file by marking each draft payment as approved.

Navigation:

Accounts Payable, and then **Payments**, and then **Drafts**, and then **Draft Recon and Approval**, and then **Draft Reconciliation**

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Field or Control	Description
Creation Date	Displays the draft payment creation date.
Bank File Total	Displays the total amount of all payments listed in the transmitted bank file.
Reconcile	Click to match the bank file by selecting each draft payment and updating the status for all accepted drafts. The system displays the Draft Reconciliation and Approval - Draft Approval page, where you can review the matched draft payments.
Drawee Acct Num (drawee account number)	Displays the supplier's bank account number.
Total Amount	Displays the total amount of the payment for the row.

Draft Approval Page

Use the Draft Approval page (PYMNT_AUTO_APPR) to review draft payments that the automatic reconciliation process matches.

You can accept, reject, or partially pay payments. The approval process updates the status for all accepted drafts with the status Approved so that the Payment Posting process can generate accounting entries.

Navigation:

Accounts Payable, and then **Payments**, and then **Drafts**, and then **Draft Recon and Approval**, and then **Draft Approval**

Field or Control	Description
Creation Date	Displays the draft payment creation date from the bank file.
Drawee Account Number	Displays the bank account number.
Pay Total	Displays the matched payment total amount.
Approve All	Click to approve all of the draft payments that you select.
Unapprove All	Click to reverse the approval of selected payments that you previously approved.
Display Detail	Click to view the Payment/Bank Details page. This button is available only if you select the **Detail** check box.

> **Note**
>
> You can access multiple views of this page by selecting the tabs in the scroll area.

Main Information

Select the Main Information tab in the **Draft Payment** scroll area.

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Field or Control	Description
Detail	Select to activate the **Draft Payment Details** button. Click the **Display Detail** button to view draft payment information from the imported bank file.
Approve	Selects the payment for approval. When you click the **Save** button, the system changes the draft status from *Created* to *Approved.*
Name	Displays the supplier's name.
Draft Amount	Displays the draft amount and currency of the draft payment.

Additional Info

Select the Additional Info tab in the **Draft Payment** scroll area.

The scroll area displays payment method and cancellation information.

Payment/Bank Details Page

Use the Payment/Bank Details page (PYMNT_APPR_DTL) to review draft payment information from the imported bank file.

Navigation:

Click the **Display Detail** button on the Draft Approval page in the Draft Recon and Approval component. This button is available only if you select the **Details** check box.

Source = AP

Field or Control	Description
Payment Reference	Displays the draft reference number.
Name 1	Displays the supplier's name.
Payment Date	Displays the payment due date.
Payment	Displays the draft payment ID.
Remit Supplier	Displays the name of the remit supplier, the cancellation status, and the effective date.

Source = Bank

Field or Control	Description
Drawer Ref (drawer reference)	Displays the reference ID that a drawer uses to identify the draft.
Currency Index	Displays the currency index listed in the bank file.
Accept Code	Displays the accept code from the bank file.
Drawee Reference	Displays the payment number.
Remit Person Reference	Displays the reference number for the remit person listed in the bank file.
Creation Date	Displays the draft creation date.

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Draft Exceptions Page

Use the Draft Exceptions page (PYMNT_AUTO_EX) to review automatic bank reconciliation draft payment exceptions and the reason codes that indicate why payments are marked as not payable.

Navigation:

Accounts Payable, and then **Payments**, and then **Drafts**, and then **Draft Recon and Approval**, and then **Draft Exceptions**

> **Note**
>
> You can access multiple views of this page by clicking the tabs in the scroll area.

Main Information

Select the Main Information tab in the **Draft Exceptions** scroll area.

Field or Control	Description
Drawer Reference	Displays the supplier's draft payment reference number.
Drawer Name	Displays the entity to whom the draft payment is made.
Due Date	Displays the draft due date or draft scheduled maturity date. **Note:** The draft due date is usually the same as the draft maturity date. However, if the draft maturity date falls on a holiday or nonbusiness day, the draft due date is different from the draft maturity date. For example, if the draft maturity date falls on a Saturday, the draft due date might be set to the following Monday, depending on the holiday rules.
Approve	Select for partial payment and to reject the balance. This option is available only if the bank file payment amount is greater than the payment amount in the PeopleSoft Payables system.

Additional Info

Select the Additional Info tab in the **Draft Exceptions** scroll area.

The scroll area displays the reject code, a description, and comments.

Reconciliation Summary Page

Use the Reconciliation Summary page (PYMNT_AUTO_SUMM) to view a summary of the draft payment totals after reviewing the automatic draft payment reconciliation and approval results.

Navigation:

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Accounts Payable, and then **Payments**, and then **Drafts**, and then **Draft Recon and Approval**, and then **Reconciliation Summary**

Field or Control	Description
Pay Total	Displays the matched payment total.
Partial Pay Total	Displays the partial payment total.
Reject Total	Displays the rejected payment total.
Total Amount	Displays the total payment amount.

Prepare Bank Answer File Page

Use the Prepare Bank Answer File page (PYMNT_AUTO_OUTP) to prepare a bank answer file before sending the file by selecting PeopleTools EDI Manager Monitor EDI Processing Schedule Outbound EC Agent.

You must complete draft reconciliation and approval before you can access this page.

Navigation:

Accounts Payable, and then **Payments**, and then **Drafts**, and then **Prepare Bank Answer File**, and then **Prepare Bank Answer File**

Field or Control	Description
Creation Date	Displays the draft payment creation date from the bank file.
Process	Click to begin preparing the data for the bank answer file for the output instances that you selected.

> **Note**
>
> You can access multiple views of this page by clicking the tabs in the scroll area.

Main Information

Select the Main Information tab in the **Bank Account** scroll area.

Field or Control	Description
Select	Click to select the output instance that you want to process.
Output Inst (output instance)	Displays the output instance that appears after you run the EDI Manager Outbound EC Agent process.
Output File Status	Displays the status of the output file: *E:* An error has occurred during the process. *L:* The output file was loaded. *P:* The output file was processed.
Filename	Displays the file name that the EDI Manager Outbound EC Agent process created.

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Field or Control	Description
SIREN Number	Displays the SIREN number.

Additional Info

Select the Additional Info tab in the **Bank Account** scroll area.

Field or Control	Description
Drawee Account Number	Displays the supplier's bank account number.
Total Amount	Displays the total amount to be paid into the supplier's bank account.

Delete Imported Bank Data Page

Use the Delete Imported Bank Data page (PYMNT_AUTO_DEL) to delete bank file data that you imported into PeopleSoft Payables.

At least one bank file must be imported into the system before you can access this page.

Navigation:

Accounts Payable, and then **Payments**, and then **Drafts**, and then **Prepare Bank Answer File**, and then **Delete Imported Bank Data**

Field or Control	Description
Delete this Queue Instance	Select to mark this queue instance for deletion.
Process	Click to delete all bank file data associated with the selected queue instance.

Reviewing Drafts

PeopleSoft Payables includes several inquiry pages and reports that enable you to view and manage draft payments. You can define draft payment selection criteria that enable you to run inquiries on draft payments at various stages of the draft life cycle. By specifying a payment date range, you can also view draft payments details (by supplier or bank account) over a period of time.

The Draft Payment Inquiry component (PYMNT_DFT_INQ) shows the aggregate amount listed by sibling system draft identification number. This inquiry also shows a draft's voucher payment schedule. You can view details by supplier, draft maturity date, payment amount, bank, draft master identification number, and subtotal by date.

This section lists common elements and discusses how to:

- Search for draft payments.
- View detail information for draft payments.
- View details for canceled or deleted draft payments.
- View a summary of draft payments.

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> **Note**
>
> Draft payments must have been created or have a status of approved, due, or reconciled before you can use the pages in the Draft Payment Inquiry component.

Pages Used to Review Drafts

Page Name	Definition Name	Usage
Drafts - Selection Criteria Page	PYMNT_DFT_INQ1	Create a draft payment inquiry. Enter the parameters for your inquiry on the Selection Criteria page and search for draft payments that match the specifications. You can view details relating to the draft payment on the other pages of the component.
Drafts - Draft Detail Page	PYMNT_DFT_INQ2	View detail information for draft payments, based on the specified criteria on the Selection Criteria page.
Drafts - Cancel/Delete Payment Page	PYMNT_DFT_INQ3	View details about any canceled or deleted draft payments.
Drafts - Draft Summary Page	PYMNT_DFT_INQ4	View a summary of the draft payments in the search results.
Payment Hist by Pymnt Method (payment history by payment method)	RUN_APY2050	Define run parameters for the Payment History by Payment Method - Detail or Summary report (APY2050). Use this report to review a list of drafts issued but remaining unpaid by the due date. For navigation details, see end of Drafts - Draft Summary Page section.

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Page Name	Definition Name	Usage
Payment Aging by Bank Page	RUN_APY2051	Define run parameters for the Payment Aging Summary (Detail) Report by Bank (APY2051). Use this report to review a summary of aging drafts that are still payable analyzed by bank account and sorted by date. The report details are: • Balance as of the end of the previous month. • Aggregate amount that increased in the current month. • Aggregate amount that decreased in the current month. For navigation details, see end of Drafts - Draft Summary Page section.
Payment Aging by Supplier Page	RUN_APY2052	Define run parameters for the Payment Aging Summary (Detail) Report by Supplier (APY2052). This report provides a summary of aging drafts that are still payable to each supplier by the period range you specify. The report details are: • Balance as of the end of the previous month. • Aggregate amount that increased in the current month. • Aggregate amount that decreased in the current month. For navigation details, see end of Drafts - Draft Summary Page section.
Draft Create Detail Page	RUN_APY2053	Define run parameters for the Drafts Create Detail List (APY2053). Use this report to review detail for draft payments based on the issue date or the due date. For navigation details, see end of Drafts - Draft Summary Page section.

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Page Name	Definition Name	Usage
Draft Create Summary Page	RUN_APY2056	Define run parameters for the Drafts Create Summary report (APY2056). Use this report to review a summary by bank for draft payments. For navigation details, see end of Drafts - Draft Summary Page section.
Draft Stamp Tax Summary Page	RUN_APY2054	Define run parameters for the Drafts Create Detail - Stamp Tax Summary report (APY2054). Use this report to review a summary of the draft stamp tax that is associated with draft payments. For navigation details, see end of Drafts - Draft Summary Page section.

Common Elements Used in Drafts

Field or Control	Description
	Click to access the Payment Inquiry page, where you can view the voucher.
Name	Displays the name of the remit supplier.
Currency	Displays the draft payment currency.
Amount	Displays the amount of the draft payment.
Bank Account	Displays the remit supplier's bank account number.
Master ID	Use this field if you specify draft optimization on the Payment Selection Criteria - Draft Options page.
Control ID	Displays the control ID, which is assigned by the Pay Cycle process to group a list of scheduled payments.

Drafts - Selection Criteria Page

Use the Drafts - Selection Criteria page (PYMNT_DFT_INQ1) to create a draft payment inquiry.

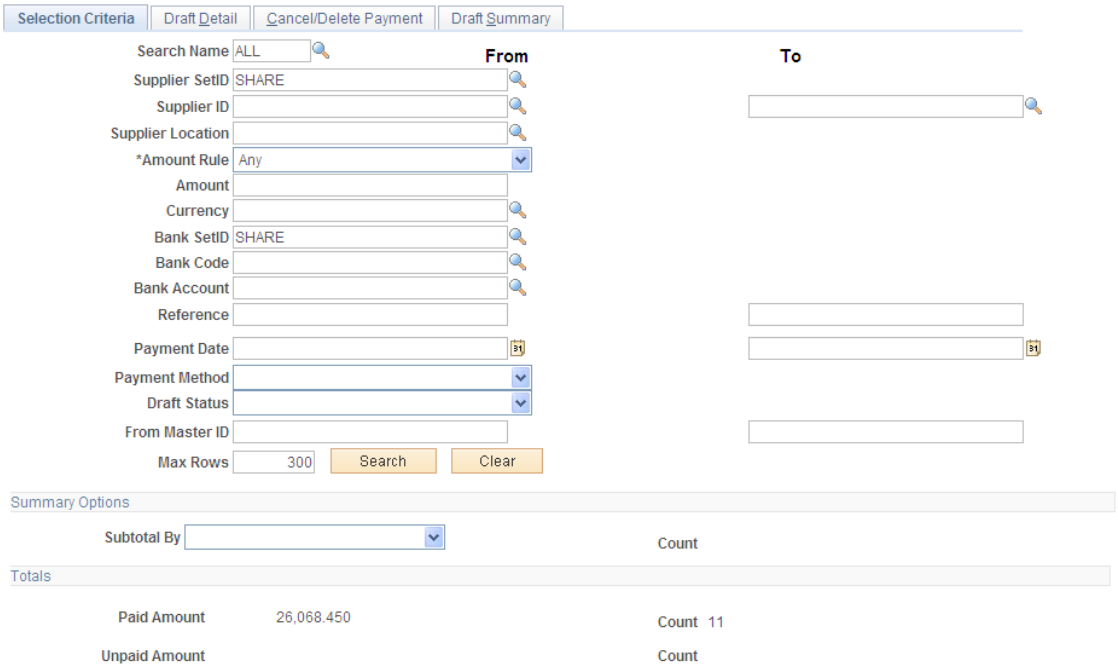
Enter the parameters for your inquiry on the Selection Criteria page and search for draft payments that match the specifications. You can view details relating to the draft payment on the other pages of the component.

Navigation:

Accounts Payable, and then **Review Accounts Payable Info**, and then **Payments**, and then **Drafts**, and then **Selection Criteria**

This example illustrates the fields and controls on the Drafts - Selection Criteria page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Supplier ID	Specify the from and to supplier IDs if an inquiry covers a range of suppliers.
Amount Rule	Specify the amount rule and enter an amount for the draft payments included in the inquiry. Options are: *Any:* Includes draft payments that meet the selection criteria in any amount. *Equal to:* Includes draft payments that are equal to the specified amount that meets the selection criteria. *Greater than:* Includes draft payments that are greater than the specified amount that meet the selection criteria. *Greater than or equal to:* Includes draft payments that are greater than or equal to the specified amount that meet the selection criteria. *Less than:* Includes draft payments that are less than the specified amount that meet the selection criteria. *Less than or equal to:* Includes draft payments that are less than or equal to the specified amount that meet the selection criteria.
Reference	Specify the from and to payment reference numbers if an inquiry covers a range of payment reference numbers.
Payment Date	Specify the from and to payment dates if an inquiry covers a range of dates.

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Field or Control	Description
Draft Status	Specify the draft payment statuses to include in the inquiry. Options are: *ALL:* Includes all draft payments, regardless of their status, as long as they meet the selection criteria. *Approved:* Includes only those draft payments with a status of *Approved* that meet the selection criteria. *Created:* Includes only those draft payments with a status of *Created* that meet the selection criteria. *Due:* Includes only those draft payments with a status of *Due* that meet the selection criteria. *Reconciled:* Includes only those draft payments with a status of *Reconciled* that meet the selection criteria.

Summary Options

Field or Control	Description
Subtotal By	Select to determine how the system sorts the results of the inquiry. Options are *Bank Account Number, Due Date,* and *Remit Supplier*.
Count	Displays the number of draft payments included in the payment subtotal.

Totals

Field or Control	Description
Paid Amount	Displays the total amount of the draft payment.
Count	Displays the number of drafts included in the payment total.
Unpaid Amount	Displays any payment amount that is not included in the draft payment.

Drafts - Draft Detail Page

Use the Drafts - Draft Detail page (PYMNT_DFT_INQ2) to view detail information for draft payments, based on the specified criteria on the Selection Criteria page.

Navigation:

Accounts Payable, and then **Review Accounts Payable Info**, and then **Payments**, and then **Drafts**, and then **Draft Detail**

Field or Control	Description
Count	Displays the number of drafts included in the payment total.

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Main Information

Select the Main Information tab.

Field or Control	Description
Payment Date	Displays the draft issue date.

Additional Info

Select the Additional Info tab.

Field or Control	Description
IBAN	PeopleSoft Payables cancellation processing logic for scenarios involving purchase orders and Commitment Control integration
Stamp Tax	Displays the amount of stamp tax, if applicable. Stamp tax is applicable if you use stamp tax minimization.

Related Topics

- Setting Up Draft Processing
  To set up your draft processing, use the following components:

Drafts - Cancel/Delete Payment Page

Use the Drafts - Cancel/Delete Payment page (PYMNT_DFT_INQ3) to view details about any canceled or deleted draft payments.

Navigation:

Accounts Payable, and then **Review Accounts Payable Info**, and then **Payments**, and then **Drafts**, and then **Cancel/Delete Payment**

Field or Control	Description
Unpaid	Displays the total amount of the unpaid draft payments.
Count	Displays the number of unpaid drafts that are not included in the payment total.

Main Information

Select the Main Information tab.

Field or Control	Description
Payment Date	Displays the date that the unpaid amount is due.

Additional Info

Select the Additional Info tab.

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Field or Control	Description
Date Cancelled	Indicates the date the unpaid amount was canceled.
IBAN	PeopleSoft Payables cancellation processing logic for scenarios involving purchase orders and Commitment Control integration

Drafts - Draft Summary Page

Use the Drafts - Draft Summary page (PYMNT_DFT_INQ4) to view a summary of the draft payments in the search results.

Navigation:

Accounts Payable, and then **Review Accounts Payable Info**, and then **Payments**, and then **Drafts**, and then **Draft Summary**

Field or Control	Description
Payment Date	Displays the draft due or settlement date.
Count	Displays the number of drafts included in the payment total.
IBAN	PeopleSoft Payables cancellation processing logic for scenarios involving purchase orders and Commitment Control integration

To access the Payment Hist by Pymnt page, use the navigation:**Accounts Payable**, and then **Reports**, and then **Payments**, and then **Payment History by Pay Method**, and then **Payment Hist by Pymnt Method**

To access the Payment Aging by Bank page, use the navigation: **Accounts Payable**, and then **Reports**, and then **Payments**, and then **Payment Aging by Bank**, and then **Payment Aging by Bank**

To access the Payment Aging by Supplier page, use the navigation: **Accounts Payable**, and then **Reports**, and then **Supplier**, and then **Payment Aging by Supplier**, and then **Payment Aging by Supplier**

To access the Draft Create Detail page, use the navigation: **Accounts Payable**, and then **Reports**, and then **Payments**, and then **Drafts Create Detail**, and then **Draft Create Detail**

To access the Draft Create Summary page, use the navigation: **Accounts Payable**, and then **Reports**, and then **Payments**, and then **Drafts Create Summary**, and then **Draft Create Summary**

To access the Draft Stamp Tax Summary page, use the navigation: **Accounts Payable**, and then **Reports**, and then **Payments**, and then **Drafts Stamp Tax Summary**, and then **Draft Stamp Tax Summary**

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Sending Information to PeopleSoft Asset Management

Understanding the Asset-Loading Process

This section discusses the following:

- Eligibility criteria for distribution to PeopleSoft Asset Management.
- Interface types.
- Discounts earned or lost.
- Technical details of the Payables to Assets Interface process.
- Return to Vendor transaction processing.

PeopleSoft Payables can be integrated with PeopleSoft Asset Management and PeopleSoft Purchasing. The interface between the applications eliminates the need for dual maintenance of receipts and vouchers and their corresponding asset data, and it provides the following benefits:

- PeopleSoft Payables and Purchasing applications send all asset additions, adjustments, and retirements to PeopleSoft Asset Management. Asset Tag and Serial Numbers are populated at the voucher distribution line level through regular voucher.
- PeopleSoft Asset Management receives information from both systems in a consistent manner.
- PeopleSoft Purchasing can simultaneously send receipts to PeopleSoft Asset Management as either capitalized or noncapitalized assets.

  If noncapitalized assets are created in PeopleSoft Purchasing, these assets can be capitalized when the voucher information comes from PeopleSoft Payables.

Another advantage of this interface is flexibility. You can:

- Establish the point in the purchase process when you send information to PeopleSoft Asset Management.

  You can share data when the merchandise is received, or you can communicate the data at the time of payment.
- Provides the ability for requesters and buyers to group requisition and purchase order lines that correspond to a single asset using a Procurement Group ID. Procurement Group Inquiry pages are provided within Payables, Purchasing, and Asset Management to review procurement group status. See Asset Lifecycle Management Fundamentals: Consolidating Requisition and Purchase Order Lines for Asset Components
- Unitize or consolidate assets from subsystems.

  You can unitize one load line into many, or you can consolidate many load lines into one in the Interface Asset Information component in PeopleSoft Asset Management.

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PeopleSoft Payables and PeopleSoft Purchasing pass asset acquisition information to PeopleSoft Asset Management, including processing changes to assets if receivers or vouchers are modified or if subsequent receivers or vouchers are added for existing assets.

For asset-applicable adjustment vouchers, authorized users can easily identify related assets and apply the voucher adjustment within Payables. This eliminates extensive manual intervention by Payables or Asset Management to allocate adjustments to the proper assets after the fact. See Creating Asset-Applicable Vouchers

Provides email notification of asset-applicable credit memos to improve visibility to credit transactions that may require further review or action. See Sending Voucher Information to PeopleSoft Asset Management

For example, PeopleSoft Payables creates new voucher accounting lines when a voucher for an asset is posted or unposted and subsequently distributes the accounting information to PeopleSoft Asset Management. Posting the voucher creates voucher accounting lines, and unposting the voucher creates reversal entries. The Payables to Assets Interface Application Engine process (INTFAPAM) distributes the information to PeopleSoft Asset Management from PeopleSoft Payables through the Load Assets Request page.

New accounting entries are also made during payment posting for discounts that are earned or lost. If the original accounting entries were asset-applicable, then the new entries are distributed to PeopleSoft Asset Management as well.

Related Topics

- Asset Lifecycle Management Fundamentals: Processing PeopleSoft Asset Management, Purchasing, and Payables Transactions
- Enterprise Components: Understanding Notification Composer

Eligibility Criteria for Distribution to PeopleSoft Asset Management

Vouchers must meet the following conditions before you can send voucher information to PeopleSoft Asset Management:

- Vouchers must have at least one asset applicable distribution line to be selected for processing by the Payables to Assets Interface process.

  The asset-applicable voucher distribution lines and any discounts earned or lost for those vouchers are sent to PeopleSoft Asset Management.

- If matching is required for a voucher, it must have a match status of *Matched* or *Overridden* before it can be selected for processing by the Payables to Assets Interface process.

  The associated receiver (if applicable) must also have a partially or fully matched status.

- All vouchers must be posted in PeopleSoft Payables before running the Payables to Assets Interface process.

  This is because the information distributed to PeopleSoft Asset Management is obtained from the voucher accounting entries.

- Voucher accounting lines are flagged for distribution to PeopleSoft Asset Management whenever an asset-applicable voucher is posted and whenever one is reposted after being unposted:

  1. If a voucher has previously been distributed to PeopleSoft Asset Management and it is then unposted, the unposting process creates reversal entries for the voucher accounting lines. The voucher accounting lines are sent to PeopleSoft Asset Management with the interface type *RET* (retirement).

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2. If a voucher is posted and subsequently unposted without being distributed to PeopleSoft Asset Management, the unposting process still creates reversal entries for the voucher accounting lines. However, no asset is created because the two transactions cancel out each other. The voucher is not distributed to PeopleSoft Asset Management until it has been reposted.

- Voucher accounting lines are flagged for distribution to the PeopleSoft Asset Management system when discounts are earned or lost, when there are late charges, or when vouchers are closed.

> **Warning**
>
> If the profile ID, Asset Management business unit, or ChartFields are changed after a voucher has already been distributed to PeopleSoft Asset Management, the system does not automatically handle the asset transfer. You must make this change manually in the PeopleSoft Asset Management system.

Interface Types

This table describes the interface types for which PeopleSoft Payables sends voucher accounting entries to PeopleSoft Asset Management:

Interface Type	Criteria	Description
RET	AM_DISTRIB_STATUS = 'M'	Retirement. This interface type occurs when a voucher is unposted.
CLS	AM_DISTRIB_STATUS = 'N' and CLOSE_STATUS = 'C'	Closed. This interface type occurs when a voucher is posted that is marked for closure.
ADJ	AM_DISTRIB_STATUS = 'N' and CLOSE_STATUS <> 'C' and DST_ACCT_TYPE IN ('DSE', 'DSL', 'DSEM', 'DSLM', 'LAT')	Discount Lost/Earned. This interface type occurs when a voucher is posted with a discount earned or lost or with late charges.

Discounts Earned or Lost

PeopleSoft Payables sends information about discounts earned or lost to PeopleSoft Asset Management so that PeopleSoft Asset Management can add or subtract the amount from the asset cost. The following examples illustrate this process.

In these scenarios, assume the following facts:

- The voucher gross amount is 2000.00 USD.
- The potential discount (if paid within discount period) is two percent.
- The possible discount earned or lost (or not taken) is 40.00 USD.

You run the Payables to Assets Interface process to send information to PeopleSoft Asset Management after voucher posting and again after payment posting. The following information is sent to record INTFC_PRE_AM after each of these posting processes.

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> **Note**
>
> These entries are generated during each posting process and do not depend on whether the voucher is paid before or after voucher posting.

Example of Accounting at Net

This example shows accounting at net:

- Discount available at voucher posting.

  DSCNT_AMT holds the discount available at voucher posting:

INTFC_TYPE	COST	MERCHANDISE_AMT	DSCNT_AMT
Null - No Entry	1960.00	2000.00	40.00

- Discount taken at payment posting.

  If the voucher is paid within the discount period, or if discount was taken manually, the Payables to Asset Interface process does not process this voucher as the system has already accounted for the discount.

INTFC_TYPE	COST	MERCHANDISE_AMT	DSCNT_AMT
Null - No Entry	N/A	N/A	N/A

- Discount lost at payment posting.

  If the voucher is either not paid within the discount period, or if the discount is not taken, the Payables to Assets Interface process sends a cost of 40.00 USD to PeopleSoft Asset Management to adjust for the discount lost:

INTFC_TYPE	COST	MERCHANDISE_AMT	DSCNT_AMT
ADJ	40.00	2000.00	0.00

Example of Accounting at Gross

This example shows accounting at gross:

- Discount available at voucher posting.

  The DSCNT_AMT is zero:

INTFC_TYPE	COST	MERCHANDISE_AMT	DSCNT_AMT
Null - No Entry	2000.00	2000.00	0.00

- Discount taken at payment posting.

  If the voucher is paid within the discount period or manually taken after the discount period, the discount is taken and the Payables to Assets Interface process sends a cost of -40.00 USD to PeopleSoft Asset Management to adjust for the discount taken:

INTFC_TYPE	COST	MERCHANDISE_AMT	DSCNT_AMT
ADJ	-40.00	2000.00	0.00

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- Discount lost at payment posting.

  If the voucher is either not paid within the discount period, or if the discount is not taken, the Payables to Assets Interface process does not need to process the discount for the voucher. There is no entry for record INTFC_PRE_AM:

INTFC_TYPE	COST	MERCHANDISE_AMT	DSCNT_AMT
Null - No Entry	N/A	N/A	N/A

> **Note**
>
> The system does not track rebates lost or taken, and these are not sent to PeopleSoft Asset Management.

Technical Details of the Payables to Assets Interface Process

The Payables to Assets Interface process selects all voucher accounting lines with these values:

Field	Description	Value	Definition
VCHR_ACCTG_LINE.ASSET_FLG	Asset.	*Y*	Yes. **Note:** The value must be *Y* for each accounting entry to be distributed to PeopleSoft Asset Management.
VCHR_ACCTG_LINE.AM_DISTRIB_STATUS	Asset Management distribution status.	*N* or *M*	*N* (not yet distributed to asset management): The Voucher Posting process creates voucher accounting lines with this status, which indicates that the accounting lines have been posted. *M* (modified): The Voucher Unposting process creates reversal entries with this status, which indicates that the accounting lines have been unposted.
VCHR_ACCTG_LINE.POST_STATUS_AP	Account Payable Posting Status	*P*	Posted.
VCHR_ACCTG_LINE.PRIMARY_LEDGER	Primary ledger.	*Y*	Yes. **Note:** The value must be *Y* for each accounting entry to be distributed to PeopleSoft Asset Management.

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> **Note**
>
> For vouchers with receiving required, only vouchers with fully matched receivers are sent to PeopleSoft Asset Management.

The Payables to Assets Interface process copies the following information from the voucher distribution level in PeopleSoft Payables to the preinterface table (INTFC_PRE_AM) in PeopleSoft Asset Management:

Description	Field Name
Transaction date.	VOUCHER.INVOICE_DT
Accounting date.	VCHR_ACCTG_LINE.ACCOUNTING_DT
Purchase order (PO) keys, if the voucher is a PO voucher:	
• PO business unit.	VCHR_ACCTG_LINE.BUSINESS_UNIT_PO
• PO ID.	VCHR_ACCTG_LINE.PO_ID
• PO line number.	VCHR_ACCTG_LINE.LINE_NBR
• PO schedule number.	VCHR_ACCTG_LINE.SCHED_NBR
• PO distribution line number.	VCHR_ACCTG_LINE.PO_DIST_LINE_NUM
Receiver keys:	
• Receiver business unit.	VCHR_ACCTG_LINE.BUSINESS_UNIT_RECV
• Receiver ID.	VCHR_ACCTG_LINE.RECEIVER_ID
• Receiver line number.	VCHR_ACCTG_LINE.RECV_LN_NBR
• Receiver ship sequence number.	VCHR_ACCTG_LINE.RECV_SHIP_SEQ_NBR
• Receiver distribution line number.	VCHR_ACCTG_LINE.RECV_DIST_LINE_NUM
Payables business unit.	VCHR_ACCTG_LINE.BUSINESS_UNIT
Voucher ID.	VCHR_ACCTG_LINE.VOUCHER_ID
Voucher line number.	VCHR_ACCTG_LINE.VOUCHER_LINE_NUM
Voucher distribution line number.	VCHR_ACCTG_LINE.DISTRIB_LINE_NUM
Asset Management business unit.	VCHR_ACCTG_LINE.BUSINESS_UNIT_AM
Asset ID.	VCHR_ACCTG_LINE.ASSET_ID
Profile ID.	VCHR_ACCTG_LINE.PROFILE_ID
Cost type.	VCHR_ACCTG_LINE.COST_TYPE
ChartFields. **Note:** Available ChartFields include ACCOUNT, ALTACCT, BOOK_CODE, ADJUST_TYPE, CATEGORY, ACTIVITY, SCENARIO, STATISTICS_TBL, OPERATING_UNIT, DEPTID, PRODUCT, PROJECT_ID, FUND_CODE, CLASS_FLD, PROGRAM_CD, BUDGET_REF, AFFILIATE, AFFILIATE_INTRA1, AFFILIATE_INTRA2, CHARTFIELD1, CHARTFIELD2, CHARTFIELD3.	VCHR_ACCTG_LINE."ChartField" **Note:** Because ChartFields are configurable, they are mapped to their respective ChartField name. For example, department ID is mapped to VCHR_ACCTG_LINE.DEPTID.
Description.	VCHR_ACCTG_LINE.DESCR
Supplier ID.	VOUCHER.VENDOR_ID
Voucher quantity.	VCHR_ACCTG_LINE.QTY_VCHR

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Description	Field Name
Cost in General Ledger business unit's base currency.	MONETARY_AMOUNT + FREIGHT_AMT_NP_BSE + MISC_AMT_NP_BSE + SALETX_AMT_NP_BSE + USETAX_AMT_NP_BSE + DSCNT_AMT_BSE. If VOUCHER.VAT_NRCVR_PRO_FLG = 'N', then MONETARY_AMOUNT + FREIGHT_AMT_NP_BSE + MISC_AMT_NP_BSE + SALETX_AMT_NP_BSE + USETAX_AMT_NP_BSE + DSCNT_AMT_BSE + (A.VAT_INV_AMT_BSE + A.VAT_NONINV_AMT_BSE - A.VAT_RCVRY_AMT_BSE - A.VAT_REBATE_AMT_BSE). Note that all fields are from VCHR_ACCTG_LINE. **Note:** Monetary amount is calculated as follows: Merchandise Amount + Sales Tax (if prorating sales tax) + Use Tax (if prorating use tax) + Freight (if prorating freight) + Miscellaneous Charges + Nonrecoverable Prorated VAT − Discount (if accounting at net).
Transaction cost in transaction currency.	FOREIGN_AMOUNT + FREIGHT_AMT_NP + MISC_AMT_NP + SALETX_AMT_NP + USETAX_AMT_NP + DSCNT_AMT. If VOUCHER.VAT_NRCVR_PRO_FLG = 'N' then TXN_COST = FOREIGN_AMOUNT + FREIGHT_AMT_NP + MISC_AMT_NP + SALETX_AMT_NP + USETAX_AMT_NP + DSCNT_AMT + (VAT_INV_AMT + VAT_NONINV_AMT − VAT_RCVRY_AMT - VAT_REBATE_AMT). Note that all fields are from VCHR_ACCTG_LINE.
Sales tax amount in General Ledger business unit's base currency.	SALETX_AMT_BSE + SALETX_AMT_NP_BSE
Sales tax code.	VOUCHER.SALETX_CD
Use tax amount in General Ledger business unit's base currency.	USETAX_AMT_BSE + USETAX_AMT_NP_BSE
Use tax code.	VOUCHER.USETAX_CD
Freight amount in General Ledger business unit's base currency.	FREIGHT_AMT_BSE + FREIGHT_AMT_NP_BSE **Note:** If VOUCHER.FRGHT_PRORATE_FLG is 'N', FREIGHT_AMT_NP_BSE is not 0 while FREIGHT_AMT_BSE is 0.
Discount amount.	VCHR_ACCTG_LINE.DSCNT_AMT
Invoice ID.	VOUCHER.INVOICE_ID
Procurement Group ID	PO_GROUP_ID
Tag Number	TAG_NUMBER
Serial ID	SERIAL_ID
Distribution Sequence Number	DISTRIB_SEQ_NUM
General Ledger business unit's base currency code.	VCHR_ACCTG_LINE.CURRENCY_CD
Transaction currency code.	VCHR_ACCTG_LINE.FOREIGN_CURRENCY
Project Costing business unit.	VCHR_ACCTG_LINE.BUSINESS_UNIT_PC
Activity ID.	VCHR_ACCTG_LINE.ACTIVITY_ID

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Description	Field Name
Analysis type.	VCHR_ACCTG_LINE.ANALYSIS_TYPE
Resource type.	VCHR_ACCTG_LINE.RESOURCE_TYPE
Resource category.	VCHR_ACCTG_LINE.RESOURCE_CATEGORY
Resource subcategory.	VCHR_ACCTG_LINE.RESOURCE_SUB_CAT
Merchandise amount.	VCHR_ACCTG_LINE.MERCH_AMT_VSE
VAT invoice amount.	VCHR_ACCTG_LINE.VAT_INV_AMT_BSE
VAT recovery amount.	VCHR_ACCTG_LINE.VAT_RCVRY_AMT_BSE
VAT nonrecoverable amount.	VAT_INV_AMT_BSE + VAT_NONINV_AMT_BSE -.VAT_RCVRY_AMT_BSE − VAT_REBATE_AMT_BSE. Note that all fields are from VCHR_ACCTG_LINE.

Note

After the system copies the voucher information to the Pre-interface table, the Payables to Assets Interface process sets the AM_DISTRIB_STATUS field on the voucher accounting line for all the selected vouchers to *D* (distributed).

Once the voucher has been preloaded into the Pre-interface table using the Payables to Assets Interface process, you can view the information on the Load Preview - Pre-AM - Financial page and Pre-AM Physical page. See Asset Lifecycle Management Fundamentals: Processing Purchasing and Payables Transactions with Asset Management

Next, you complete the asset-loading process by running the Payables/Purchasing Interface Application Engine process (AMPS1000), which automatically calls the Transaction Loader Application Engine process (AMIF1000). The Payables/Purchasing Interface process creates interface IDs. The Transaction Loader process uses the interface IDs and creates an acquisition row for each asset. After you run the two processes, you can view the asset cost on the Asset Cost Adjust/Transfer page.

Related Topics

- Asset Lifecycle Management Fundamentals: Understanding How PeopleSoft Asset Management Integrates with Other Applications
- PeopleSoft Asset Management: Understanding Adjusting, Transferring, Reversing, and Evaluating Assets
- Application Fundamentals: Defining Cross-Application User Preferences
- Invoice Information Page
  Use the Invoice Information page (VCHR_EXPRESS1) to enter or view invoice information, including invoice header information, nonmerchandise charges, and voucher line and distribution information.

Return to Vendor Transaction Processing

Defined RTV adjustment options determine whether the PeopleSoft Payables or Purchasing applications generate asset retirement transactions that are sent to PeopleSoft Asset Management for processing (INTFC_PRE_AM). You can specify these adjustment options as defaults at the PeopleSoft Payables business unit level (using the Payables Definition -

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Voucher Build page), which you can override at the Purchasing RTV voucher defaults level (using the RTV Defaults page).

> **Note**
>
> PeopleSoft Purchasing's RTV Reconciliation Application Engine process (PO_RTVRECON) processes RTV information for use in PeopleSoft Asset Management only when a PeopleSoft Payables adjustment voucher will not be created.

Related Topics

- Payables Definition - Voucher Build Page
  Use the Payables Definition - Voucher Build page (BUS_UNIT_TBL_AP3) to specify default options for the Voucher Build Application Engine process (AP_VCHRBLD) for the business unit.
- PeopleSoft Purchasing: Setting Up RTV Processing Options
- PeopleSoft Purchasing: Return To Vendor Defaults Page

Creating Asset-Applicable Vouchers

This section provides an overview of asset-applicable vouchers.

Pages Used to Create Asset-Applicable Vouchers

Page Name	Definition Name	Usage
Invoice Information Page	VCHR_EXPRESS1	Enter asset information on an invoice and create asset-applicable vouchers.
Quick Invoice Page	VCHR_HEADER_QV	Enter asset information on a quick invoice and create asset-applicable vouchers.
Allocate Asset Page	VCHR_ASSET_WRK	Allocate the adjustment cost of the voucher line equally across all returned asset rows.

Understanding Asset-Applicable Vouchers

You create asset-applicable vouchers on the Invoice Information page. If the voucher is created by copying from a purchase order or receipt, the asset information is also copied. If asset information was not entered on the purchase order or receipt, then it must be entered manually during voucher creation. Regardless of how you create the voucher, you must access the Assets tab to make the voucher asset-applicable.

You can also create asset-applicable vouchers by entering data on the Quick Invoice page.

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> **Note**
>
> When a voucher is created by copying from another voucher or template voucher, the asset information is also copied from the source voucher.

Related Topics

- Invoice Information Page
  Use the Invoice Information page (VCHR_EXPRESS1) to enter or view invoice information, including invoice header information, nonmerchandise charges, and voucher line and distribution information.
- Understanding Quick Invoices and Summary Invoices
  This section discusses:

Quick Invoice Page

Use the Quick Invoice page (VCHR_HEADER_QV) to enter asset information on a quick invoice and create asset-applicable vouchers.

Navigation:

Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **Quick Invoice Entry**, and then **Quick Invoice**

Select the Assets tab for the distribution line using the complete template.

Field or Control	Description
Use One Asset ID	Select to assign a single asset ID to multiple distribution lines. This field appears in the **Invoice Lines** group box and does not appear for quick invoices.
Procurement Group ID	An identifier used to associate multiple related items purchased. The Procurement Group ID can be assigned to a group of procurement transaction lines on a single purchase order or across multiple purchase orders.
Allocate Asset	Click this link to access the Allocate Asset work page. This link is only visible for adjustment vouchers (voucher style = ADJ) when the original voucher that is entered and copied is asset-applicable (that is, it has assets interfaced to Asset Management). See Creating Asset-Applicable Vouchers
Quantity	Enter a quantity on the GL Chart (general ledger ChartFields) tab and on the parent invoice line for each asset-applicable distribution line. The total of all quantities on the distribution lines must equal the quantity entered on the parent invoice line.
Asset	Select to make the distribution line asset applicable. This field does not appear for quick invoices.

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Field or Control	Description
Business Unit	Enter the PeopleSoft Asset Management business unit to which the asset is distributed. This field is required.
Profile ID	Enter the profile ID category to which the asset is assigned. This field is required.
Asset ID	Enter either an asset ID or leave the value as *NEXT* so that the system generates the asset ID after you send the asset information to PeopleSoft Asset Management. The default field value is *NEXT.* If you enter an existing asset ID, the costs for the subsequent voucher are added to the asset ID entered on the page.
Sequence Number	Enter a sequence number to indicate an asset grouping of voucher distribution lines, if you have accepted the default asset ID value of *NEXT.* Leave this field blank if you entered a known asset ID. If the asset ID is *NEXT* and the **Sequence Number** field is blank, the system generates a unique number. This field does not appear for quick invoices.
Cost Type	Enter the cost type for the asset. Options are: *A:* Allowance for ADV Depr (advanced depreciation). *C:* Cost type. *G:* Grant reimbursements. *I:* Impairment loss. *M:* Margin. *P:* Scrap on asset. *R:* Revaluation. *S:* Sale of assets. *V:* Reserve for ADV Depr (advanced depreciation). *W:* Depr. write-off (depreciation write-off). *X:* Revaluation reversal. *Y:* Impairment reversal.

> **Note**
>
> If you copy the voucher information from the purchase order or receiver, these fields might be populated with information from the purchase order or receiver line.

Allocate Asset Page

When unitization of assets occurs and an adjustment voucher created (credit or debit memo) for the original invoice containing the asset, the adjustment cost needs to be reflected across all applicable assets; otherwise, only the first asset created during unitization receives the adjustment cost. You can either choose to manually allocate the adjustment costs to the applicable assets or you can use the Allocate Asset page to spread the adjustment cost across

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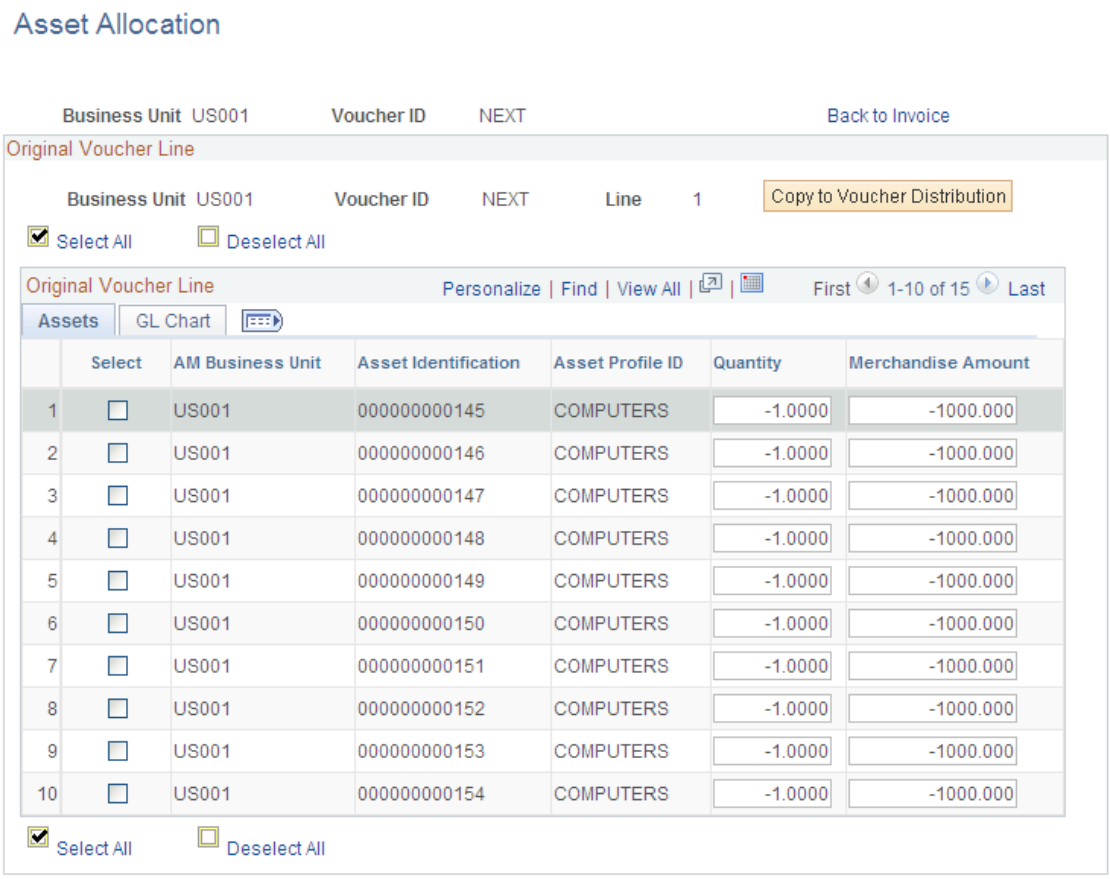
all applicable assets from the original voucher. SeeAsset Lifecycle Management Fundamentals: Consolidating and Unitizing Assets

Use the Allocate Asset page (VCHR_ASSET_WRK) to allocate the voucher line adjustment cost equally to previously unitized assets across all returned asset rows.

Navigation:

Click the Allocate Asset link from the Invoice Information page.

This example illustrates the fields and controls on the Allocate Asset page.



Enter the Payables Business Unit, Voucher ID, and Voucher Line Number for selecting related assets to populate the Allocate Asset work page. This page recovers all related assets of the original voucher from the Asset Acquisition Detail (ASSET_ACQ_DET) table to the page grid.

AM Business Unit, Asset ID, and ChartFields (on the GL Chart tab) are display-only fields.

You can then allocate the adjustment cost of the voucher line equally across all returned asset rows.

You can modify the Quantity and Merchandise Amount fields. To complete the change, you can use the Copy to Voucher Distribution button to copy the adjustment back to the voucher distribution lines; the modified data will overlay any defaulted distribution information that is present.

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Field or Control	Description
Select All	Select to mark all asset rows at once for processing.
Clear All	Select to deselect all asset rows in the grid at once.
Copy to Voucher Distribution	When you click this button, selected rows on the grid will be copied back to the voucher distribution lines and you are returned to the Voucher Information page. If no rows have been selected before clicking the button, you receive the following warning message: *No row copied to Voucher Distribution*.
Back to Invoice	Click to return to the Voucher Information page only. No data will be copied back to the voucher distribution line.

Copying Asset-Applicable Vouchers from Purchase Orders and Receivers

If the voucher data you send to PeopleSoft Asset Management relates to previous assets that are created in PeopleSoft Purchasing, the voucher *must* be matched either fully or partially to the purchase order and receiver. When you create vouchers for asset-related items, copy the voucher information from the receiver. The Payables to Assets Interface process will only send receiver information to PeopleSoft Asset Management if the receiver information exists on the voucher.

> **Note**
>
> The Receiver Interface Push Application Engine process (PO_RECVPUSH) must be run to send receiver information related to a purchase order to PeopleSoft Asset Management. Both the Receiver Interface Push process and the Payables to Assets Interface process must be run when the voucher is created from a PO.

If asset information has been specified on a purchase order or receiver, you can:

- Copy purchase order and receiver information to the voucher using the worksheet copy option on the Invoice Information page or the Quick Invoice page.
- Copy the entire purchase order or receiver, or use the PO Lookup Criteria page or the Receiver Lookup Criteria page to select specific information to copy onto the voucher.
- Process the data through the Voucher Build Application Engine process (AP_VCHRBLD) and the Matching Application Engine process (AP_MATCH).

If asset information includes Procurement Group ID information, you can: Copy purchase or receipt information that includes Procurement Group IDs to a voucher. The procurement group field information is copied to the voucher line. Tag Number, Serial ID and Distribution Group Number are copied to the distribution line. If the Procurement Group ID is blank or it is a Non PO Receipt voucher, the Procurement Group ID field is not visible.

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> **Note**
>
> The system prevents a PO Only copy in Payables for purchase orders that include procurement group fields as this could potentially cause interface issues with Asset Management. If receiving has been performed and the Purchase Order has a procurement group ID, you can copy from the Receipt to a Voucher, since the quantities are allocated to a specific distribution line (one-to-one relationship) and will not cause issues with the Asset Management interface. See PeopleSoft Purchasing: Setting Up Procurement Groups and Asset Lifecycle Management Fundamentals: Consolidating Requisition and Purchase Order Lines for Asset Components

The Matching process attempts to find receiver information for a voucher that contains only purchase order information. However, it can only do so if there is a one-to-one relationship between the purchase order and the receiver. Multiple receipts that sum to the voucher total can be associated by the Matching process. Partial receipts must be associated manually. If there are multiple receivers for the purchase order, the Payables to Assets Interface process obtains the receiver information from the PO_LINE_MATCHED table, which is populated by the Matching process.

Related Topics

- Asset Lifecycle Management Fundamentals: Processing PeopleSoft Asset Management, Purchasing, and Payables Transactions
- PeopleSoft Purchasing: Using the Receiver Interface Push Application Engine Process (PO_RECVPUSH)

Sending Voucher Information to PeopleSoft Asset Management

This section discusses how to run the Payables to Assets Interface process.

Pages Used to Send Voucher Information to PeopleSoft Asset Management

Page Name	Definition Name	Usage
Load Assets Request Page	INTFC_APAM_RQST	Request a run of the Payables to Assets Interface Application Engine process (INTFAPAM), which copies the voucher information from the selected vouchers, populates the Pre-interface table in PeopleSoft Asset Management, and updates the Asset Management distribution status on the distribution lines for the selected vouchers to be distributed. Also select to enable notification for asset-applicable credit memo.

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Load Assets Request Page

Use the Load Assets Request page (INTFC_APAM_RQST) to request a run of the Payables to Assets Interface Application Engine process (INTFAPAM), which copies the voucher information from the selected vouchers, populates the Pre-interface table in PeopleSoft Asset Management, and updates the Asset Management distribution status on the distribution lines for the selected vouchers to be distributed.

Navigation:

Accounts Payable, and then **Batch Processes**, and then **Extracts and Loads**, and then **Load Assets Request**

Field or Control	Description
Interface Asset Information	Select to preview the data on the Pre-Interface Table (Pre-AM01) using the Load Preview - Pre-AM page.
Process Option	Select the process option. Options are: • *Process All Business Units.* • *Process Business Unit.* • *Process Control Group.* • *Process Origin.* • *Process Supplier.* • *Process Voucher.* Depending on the process option that you select, different fields in the group box become available for entry. If you select the process option *Process All Business Units,* no additional information is required. However, each of the other options requires additional parameters such as a business unit, voucher ID, group, supplier ID, origin, or buying agreement ID. If you specify a supplier ID or origin, you also need to enter the associated SetID.

Related Topics

- Asset Lifecycle Management Fundamentals: Previewing Data in the Loader Tables
- Asset Lifecycle Management Fundamentals: Processing PeopleSoft Asset Management, Purchasing, and Payables Transactions

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Processing Self-Billed Invoices

Understanding SBI Processing

PeopleSoft Payables supports SBIs. SBIs are invoices that are created from Evaluated Receipt Settlement (ERS) data that are sent to the supplier to provide tax details. Self-billed invoices contain all of the information that the supplier would have provided on an actual invoice. In business environments that use ERS and value-added tax (VAT), for example, there is typically a requirement to provide an invoice containing all the VAT details that can be returned to the supplier. Customers can send the supplier an SBI with all of the VAT details.

You can also combine data from multiple vouchers on one invoice to meet the requirements of businesses that process large volumes of receipts using ERS.

To create SBIs:

1. Create a receiver on the Receiving page.
2. Run the Voucher Build Application Engine process (AP_VCHRBLD) with the *Evaluated Receipts (ERS)* option selected as the voucher build interface on the Voucher Build page.
3. Review the voucher on the Voucher Summary page.
4. (Optional) Change SBI options on the Voucher Attributes page.
5. Run the Matching Application Engine process (AP_MATCH) from the Match Request page.
6. Run the Voucher Posting Application Engine process (AP_PSTVCHR) from the Voucher Posting Request page. (The voucher must be posted before running the SBI Application Engine process (APSBIPRC).
7. Run the SBI process in selection mode.
8. Review the SBI vouchers.
9. Run the SBI process in either commit mode or rollback mode.
10. Print the SBIs.

> **Note**
>
> When you build the ERS voucher using the Voucher Build process, the system populates the invoice number field with the packing slip number from the receiver.

This section discusses:

- SBI numbering options.
- ERS vouchers for SBI suppliers.
- SBI voucher status summary.

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Related Topics

- Completing Voucher Attributes
  This section discusses how to view and modify voucher attributes.
- Running the Voucher Build Process and Reviewing Messages
  This section lists common elements and discusses how to run the Voucher Build process, review process messages, and review vouchers with errors.
- Initiating the Matching Application Engine Process
  This topic provides an overview of the matching engine.
- Running the Voucher Posting Process
  This section discusses how to define a voucher posting request.
- PeopleSoft Purchasing: Maintain Receipts - Receiving Page

SBI Numbering Options

At each of the levels in the control hierarchy, there are four numbering options for SBIs. Two options for individual vouchers meet European requirements. The difference between these options is the method that generates the SBI number. In Europe, customers must generate unique SBI numbers that differ from the invoice numbers. In the U.S., some customers use the invoice number as the SBI number. This tables lists the formulas used to create these options:

Value	Description	Definition	Numbering Formula
D	Default	Changes automatically to the value that you selected at the next highest level in the control hierarchy. This option is not available at the General Ledger business unit level, because it is the highest level in the control hierarchy.	N/A
G	Group Vouchers (Auto-Num)	Enables you to group vouchers that satisfy a set of criteria onto a single SBI. This is particularly useful for customers who process large volumes of receipts using ERS.	GL business unit + supplier ID + supplier location + ERS sequence number
I	Individual Voucher (Auto-Num)	Allows only one voucher for each SBI. If the SBI numbering option is *I*, the system assigns the next available SBI number to the invoice based on the invoicing location.	GL business unit + supplier ID + supplier location + ERS sequence number

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Value	Description	Definition	Numbering Formula
P	Individual Voucher - Invoice Number	Allows only one voucher for each SBI. If the SBI numbering option is set to *P*, the system generates the SBI number by combining the invoice number with the ERS sequence number.	Invoice number + ERS sequence number

Group Vouchers

If the SBI numbering option is set to *G* (group), the system uses the following criteria to group vouchers:

Field	Record Field
Supplier	VOUCHER.VENDOR_SETID, VOUCHER.VENDOR_ID
Supplier Location	VOUCHER.VNDR_LOC
Transaction Currency	VOUCHER.TXN_CURRENCY_CD
GL Business Unit	VOUCHER.BUSINESS_UNIT_GL
Payment Due Date	VOUCHER.DUE_DATE
VAT Registration Number	VOUCHER.VAT_RGSTRN_SELLER

The system assigns the next available SBI number for the supplier location to vouchers that are grouped using the above criteria. The SBI numbers are unique and sequential.

ERS Vouchers for SBI Suppliers

When PeopleSoft Payables generates ERS vouchers for SBI suppliers using the Voucher Build process, the following actions occur:

1. The SBI flag on the appropriate voucher records is set to *Y.*

   The SBI process processes all posted and matched vouchers that are identified as SBI.
2. The SBI number is set to zero or blank.
3. The system determines the SBI numbering option based on the PeopleSoft Payables hierarchy.

   First, the system takes the option that is defined for the invoicing supplier using the location on the voucher. If the supplier is set to *Default From Higher Level,* the system gets the option from the PeopleSoft Payables business unit on the voucher. If the PeopleSoft Payables business unit is set to *Default From Higher Level,* it then gets the setting from the PeopleSoft General Ledger business unit.
4. The SBI in process flag is set to *N* and the SBI process ID is set to zero.

SBI Voucher Status Summary

Use the Voucher Summary page to review a voucher's SBI status before and after you run vouchers through the SBI process. Before processing the voucher through SBI, use the

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Voucher Attributes page to override the **SBI Num Option** (SBI number option) field at the voucher level. After running the SBI process, use this page to review the SBI numbers for your vouchers. The SBI number is populated and appears only after the SBI process is complete.

If the voucher does not qualify for SBI, then the **SBI Num Option** and **SBI Number** fields are unavailable for entry.

Related Topics

- Completing Voucher Attributes
  This section discusses how to view and modify voucher attributes.

Prerequisites

Before you can process SBIs, you must:

- Enable ERS.

  Before setting up SBI processing for a business unit, you must enable ERS for that business unit. You can enable ERS at the PeopleSoft General Ledger business unit, PeopleSoft Payables business unit, and supplier location levels.

  > **Note**
  >
  > You can use ERS with non-purchase order receipts; however, you must price the receipts first or the Voucher Build process fails them.

- Define SBI suppliers.

  Before you can process an SBI invoice for a supplier, you must also define that supplier as an SBI supplier on the Payables Options page in the **Self-Billed Invoice Options** group box.

- Specify SBI options.

  You can specify the SBI processing options at various levels in the default hierarchy. You can set them at the PeopleSoft General Ledger business unit, the PeopleSoft Payables business unit, supplier location, and voucher levels.

Related Topics

- Procurement Control - ERS Options Page
  Use the Procurement Control - ERS Options (procurement control - evaluated receipt settlement options) page (BUS_UNIT_INTFC5) to enable ERS processing for the general ledger business unit and select the self-billed invoice (SBI) document option.
- Payables Definition - Voucher Build Page
  Use the Payables Definition - Voucher Build page (BUS_UNIT_TBL_AP3) to specify default options for the Voucher Build Application Engine process (AP_VCHRBLD) for the business unit.
- Completing Voucher Attributes
  This section discusses how to view and modify voucher attributes.

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Performing SBI Processing

Pages Used to Perform SBI Processing

Page Name	Definition Name	Usage
SBI Creation Request Page	SBI_CREATE_REQUEST	Specify the SBI selection parameters.
SBI Creation Request - Message Log Page	AP_MESSAGE_LOG	Review the process message log for information on the records that were selected or rejected. This page lists the messages for the process that you just finished running. See SBI Creation Request Page
SBI Voucher Review Page	VCHR_SBI_REVIEW	Review the SBIs that were selected by the SBI process. You can also use this page to put SBI vouchers on hold, to look up purchase order or receipt information, and to search for SBIs by supplier or supplier location.
SBI Review Request Page	RUN_APY1065	Define run parameters for the Self-Billed Invoices Review report (APY1065). Use the report to review selected SBI data. See SBI Voucher Review Page
SBI Print Page	VCHR_SBI_PRINT	Define run parameters for SBI Print report (APY1060). View all SBI process cycles which have SBIs pending print, and print the SBIs. The SBI Print report lists all of the documents that comprise an SBI.

SBI Creation Request Page

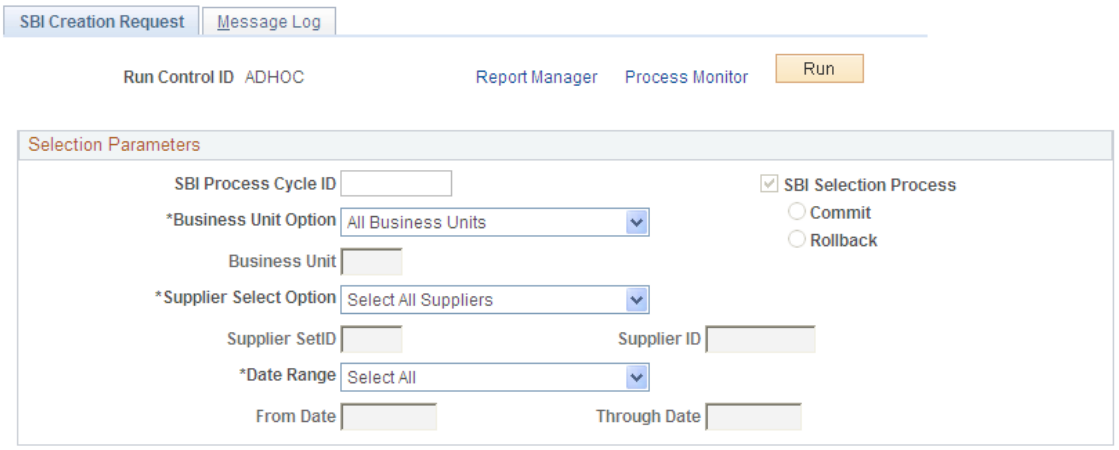
Use the SBI Creation Request page (SBI_CREATE_REQUEST) to specify the SBI selection parameters.

Navigation:

Accounts Payable, and then **Batch Processes**, and then **Vouchers**, and then **Self-billed Invoice Process**, and then **SBI Creation Request**

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

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> **Note**
>
> The ERS vouchers must be posted and matched before you can run the SBI process.

Field or Control	Description
Run Control ID	When you add a new run control ID, the SBI process is set to run in Selection mode and all run mode-related fields are unavailable for entry. The **SBI Selection Process** check box is selected, but both this check box, and the **Commit** and **Rollback** check boxes are unavailable for entry until you have run the SBI process in Selection mode. The mode in which the PeopleSoft Application Engine process runs is always controlled through PeopleCode.
SBI Selection Process	Select to run the SBI process in Selection mode rather than **Commit** or **Rollback** mode. When you enter a new run control ID, the system automatically selects the Selection process for you, and you cannot change the field.
Commit	Select to run the SBI process in **Commit** mode rather than Selection or **Rollback** mode. You can only select this option after you have run the SBI process in Selection mode. After you run the SBI process in Selection mode, the system automatically changes to the Commit mode for you.
Rollback	Select to run the SBI process in **Rollback** mode rather than Selection or **Commit** mode. You can only select this option after you have run the SBI process in Selection mode.

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Field or Control	Description
Date Range	Enter to restrict the vouchers selected for the SBI process using the invoice date. Values are: *Select All:* Selects all the vouchers regardless of date range. *Specify:* Enter a date range in the **From Date** and **Through Date** fields.

During the SBI Selection process, the system:

1. Identifies candidate vouchers.
   - SBI_Flag = *Y*
   - SBI_In_Process_Flag = *N*
   - Voucher_Type = *E*
   - Post_Status_AP = *P*
   - SBI_Num = *0* or *blank*
   - SBI_Doc_Opt = *G/I/P*
   - Invoice_Date between From_Date and Through_Date from request page and also satisfying business unit and supplier selection options.
   - MATCH_STATUS_VCHR = *M*
2. Updates vouchers as SBI is in process.
3. Processes vouchers with SBI_Doc_Opt as *I* or *P.*
4. Processes vouchers with SBI_Doc_Opt = *G.*

   Group them using criteria mentioned in Voucher Creation/Process section.
5. Assigns sequentially generated dummy SBI numbers starting with 1 for SBIs under each supplier or location regardless of SBI_Doc_Opt.
6. Creates data in VCHR_SBI_P and VCHR_SBI_DATA_P.
7. Sets the initial approval status for these SBIs based on supplier or location approval status.
8. Marks SBI_CREATE_RQST to indicate selection process is complete.

To access the SBI Creation Request - Message Log Page, select the **Message Log** tab from the SBI Creation Request page.

SBI Voucher Review Page

Use the SBI Voucher Review page (VCHR_SBI_REVIEW) to review the SBIs that were selected by the SBI process.

You can also use this page to put SBI vouchers on hold, to look up purchase order or receipt information, and to search for SBIs by supplier or supplier location.

Navigation:

Accounts Payable, and then **Review Accounts Payable Info**, and then **Vouchers**, and then **Self-Billed Invoice Creation**, and then **SBI Voucher Review**

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After the SBI process completes its run in Selection mode, SBI data are created in VCHR_SBI_P and VCHR_SBI_DATA_P with dummy SBI numbers. The dummy SBI numbers are sequentially generated (starting from 1) under each supplier location.

Search Criteria

Field or Control	Description
SetID and **Supplier**	Search for a supplier by entering a supplier SetID and supplier ID and then clicking the **Search** button.
Location	Search for a supplier by entering a supplier and location and then clicking the **Search** button. You must enter a value for the **Supplier ID** field to select a location value.

Search Results

Field or Control	Description
SBI Hold	Select this check box to hold the entire SBI. You can also hold individual vouchers by selecting the **SBI Hold** check box in the **SBI Vouchers** group box. If you put SBI vouchers on hold, the system skips them during the Commit process and picks them up during the next run of the SBI Selection process.

SBI Vouchers

Field or Control	Description
SBI Hold	Select this check box to hold any of the individual vouchers that comprise the SBI.
Invoice	Displays invoice numbers of the SBI vouchers that your search produced.
	Click **PO List Push** button to view the details for the purchase orders associated with the voucher. Review purchase order information before you make a final decision to hold, commit, or roll back these SBI vouchers.
	Click **Receipt List** button to view the details for the receipts that are associated with the voucher. Review receipt information before you make a final decision to hold, commit, or roll back these SBI vouchers.

To access the SBI Review Request page, use the navigation: **Accounts Payable**, and then **Reports**, and then **Vouchers**, and then **Voucher self-billed Invoice**, and then **SBI Review Request**

Related Topics

- Managing Matches and Match Exceptions
  These topics provide an overview of the Match Workbench and discuss how to:

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Rolling Back SBI Data

After you review the SBI vouchers and determine that you need to rerun the SBI process, access the SBI Creation Request page and select the **Rollback** mode.

Once the SBI Selection process is complete, all of the fields on the SBI Creation Request page are unavailable except for **Commit** and **Rollback.** Once you roll back the selection, you can modify run parameters for the process cycle for the next run or define a new process cycle.

During the SBI Rollback process, the system:

1. Deletes data from VCHR_SBI_P and VCHR_SBI_DATA_P.
2. Updates vouchers so that they can be processed in the next run.
3. Marks SBI_CREATE_RQST to indicate the that Rollback process is complete.

Related Topics

- SBI Creation Request Page
  Use the SBI Creation Request page (SBI_CREATE_REQUEST) to specify the SBI selection parameters.

Running SBI Process in Commit Mode

After you review the SBI vouchers and determine them to be accurate, return to the SBI Creation Request page to run the SBI process again in **Commit** mode.

Once the SBI Selection process is complete, all the fields on the SBI Creation Request page are unavailable except the **Commit** and **Rollback** options. Once you commit the selection, you can modify run parameters for the process cycle for the next run or to define a new process cycle.

If you run the SBI Process in Commit mode, the data is moved from VCHR_SBI_P and VCHR_SBI_DATA_P to VCHR_SBI and VCHR_SBI_DATA with real SBI numbers. Also, a copy of the data is inserted in VCHR_SBI_R and VCHR_SBI_DATA_R for reporting purposes to speed up the SBI print process.

During the SBI Commit process, the system:

1. Deletes data from VCHR_SBI_P and VCHR_SBI_DATA_P that are in hold status and updates their status in VOUCHER records so that they can be processed in subsequent runs.
2. Assigns real SBI numbers.

   Gets a count of SBIs (SBI_Doc_Opt = *G/I*) under each supplier and location and gets the next block of numbers needed from VENDOR_LOC. The SBI numbers are of the form "GL business unit"-"supplier ID"-"supplier location"-"sequential number" (for example, M04A-0000000046-1-56).
3. Assigns real SBI numbers to SBIs whose SBI_Doc_Opt = *P.*

   These SBI numbers are generated by concatenating Invoice_Number and ERS_INV_SEQ.
4. Inserts data into VCHR_SBI and VCHR_SBI_DATA.
5. Inserts data into VCHR_SBI_R and VCHR_SBI_DATA_R with cycle ID as one of the keys. (This enables you to print SBIs generated for a particular process cycle).
6. Updates voucher tables with the real SBI numbers and marks SBI processing as completed.

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7. Deletes data from VCHR_SBI_P and VCHR_SBI_DATA_P.
8. Marks SBI_CREATE_RQST to indicate that the Commit process is complete.

Related Topics

- SBI Creation Request Page
  Use the SBI Creation Request page (SBI_CREATE_REQUEST) to specify the SBI selection parameters.

SBI Print Page

Use the SBI Print page (VCHR_SBI_PRINT) to define run parameters for SBI Print report (APY1060).

View all SBI process cycles which have SBIs pending print, and print the SBIs.The SBI Print report lists all of the documents that comprise an SBI.

Navigation:

Accounts Payable, and then **Reports**, and then **Vouchers**, and then **Print Self-Billed Invoices**, and then **SBI Print**

Field or Control	Description
SBI Process Cycle ID	Lists all process cycles with SBIs pending print.
SBI Print	Select the **SBI Print** check box next to the SBI Process Cycle ID that you want to print.
Process Reissue	Select to process the reissued SBIs.

The SBI Print report is a printed version of the SBI Print process (APY1060.SQR). The SBI Print process has two types of output: report only or report and files. You define the output at the supplier-location level on the Payables Options page in the Self-Billed Invoice Options section.

When you run the SBI Print process, the system:

1. Removes any data from VCHR_SBIRPT_TBL for the run control from previous run.
2. Loops through and loads fresh data into VCHR_SBIRPT_TBL for all process cycles that need to be printed and creates another record for reissue if reprints have been requested.
3. Refreshes the page.
4. Starts up the SQR report to print SBIs.

Reviewing SBIs

This section discusses how to review SBIs.

SBI Voucher Inquiry Page

Use the SBI Voucher Inquiry page (VCHR_SBI_INQUIRE) to search for SBIs by supplier location, SBI number, SBI creation date, SBI print status and reissue status for the selected supplier.

Navigation:

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Accounts Payable, and then **Review Accounts Payable Info**, and then **Vouchers**, and then **Self-Billed Invoice**, and then **SBI Voucher Inquiry**

> **Note**
>
> This page shows committed SBI data, so it should be used only after you have run the SBI process in Commit mode.

Search Criteria

Field or Control	Description
SBI Print	Search for SBIs by print status. Values are *Print Pending* or *Print Completed.*
Reissue	Search for SBIs by reissue status. Values are *No* or *Yes.*

Search Results

Field or Control	Description
	Click to view all the vouchers that make up an SBI.
Approval	Change the status of an SBI from *Approved* to *Unapproved* while the SBI print status is pending, but you cannot change the status after the print process has completed.
SBI Print	Displays the print status of the SBIs that your search produced. The SBI print status is always updated by the system.
SBI Reissue	Select this check box to reissue printed SBIs. You can only change the **SBI Reissue** check box for SBIs that have a print status of completed. When the **SBI Reissue** check box is selected, data is created in VCHR_SBI_R and VCHR_SBI_DATA_R with process cycle as *REISSUE* and system maintained as *Y.*

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Processing Landed Cost Transactions

Understanding the Landed Cost Extraction Process

Landed cost includes all charges associated with getting an inventory item into your warehouse and available for use or sale. These charges may include material, subcontracted services, freight, insurance, duty, taxes, and handling charges. PeopleSoft Payables features a landed cost extraction module that extracts landed cost data from vouchers, purchase orders, and receivers and passes the data to PeopleSoft Cost Management.

> **Note**
>
> In PeopleSoft Payables, landed cost charges can be attached to vouchers as nonmerchandise charges. Nonmerchandise charges include freight, sales and use tax, value-added tax (VAT), and miscellaneous charges.

Nonmerchandise charges entered on the voucher or copied from a receiver are associated with landed cost codes. Landed cost codes define whether a particular landed cost is to be prorated to the voucher distribution lines or charged to separate expense accounts. If the nonmerchandise charges have a landed cost component, you must prorate the cost. The landed cost code is also associated with an inventory item and indicates whether the charge is to be accrued to an inventory account or expensed at invoice. If the nonmerchandise charges have a landed cost component and are typically charges by the merchandise supplier versus a third-party supplier, you must accrue the cost.

Nonmerchandise charges may be entered on the purchase order. Charges entered on the purchase order are copied onto receivers associated with that purchase order. During voucher entry, nonmerchandise charges can be entered on vouchers received from the merchandise supplier or from third-party suppliers. Material charges are matched to the purchase order and receipt using the Matching Application Engine process (AP_MATCH). Nonmerchandise charges, whether vouchered from merchandise suppliers or from third-parties, are matched to the receivers by the Landed Cost Extraction process. The Landed Cost Extraction process passes the costs to PeopleSoft Cost Management using the CM_MATCHED_COST and CM_RMATCH_COST records. The Transaction Costing Application Engine process (CM_COSTING) in PeopleSoft Cost Management calculates the purchase price variance (the difference between the vouchered costs and PO costs) and the exchange rate variance (any change in the currency exchange rates between the voucher and the PO).

> **Note**
>
> Nonmerchandise charges that exist on purchase orders but not vouchers are picked up by the Landed Cost Extraction process after the nonmerchandise charges are manually closed.

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The Landed Cost Extraction process is a way to pass all receipt-matched information and matched miscellaneous charges to Inventory.

Landed Cost Extraction processes inventory items in these ways:

- Flags eligible vouchers (matched and posted).

  Voucher styles include regular vouchers, adjustment vouchers, reversal vouchers, and third-party vouchers. The system includes both previously extracted vouchers and selected vouchers in landed cost processing to calculate the life to date voucher amount for a receiver line ship.

- Finds the corresponding receivers (putaway into Inventory and fully matched).

  The Landed Cost Extraction process also includes fully extracted receivers because they can still be adjusted by adjustment or reversal vouchers.

  > **Note**
  >
  > The Landed Cost Extraction process looks at the receipt line instead of the header to extract landed cost data from vouchers. Receipt lines are not processed through landed cost until they are fully matched. The system processes fully matched receiver lines regardless of the match status on the receiver header.

- Sums the vouchers with the same receiver line information (BUSINESS_UNIT, RECEIVER_ID, RECV_LN_NBR, RECV_SHP_SEQ_NBR).
- Prorates the miscellaneous charges to the receiver lines based on the receiver accepted quantity.

  The voucher line miscellaneous charge will be prorated based on QTY_RECV_APPLIED / sum of QTY_RECV_APPLIED for the voucher line.

- Calculates the material unit costs.

  > **Note**
  >
  > Life to date voucher amounts includes previously extracted vouchers, in addition to the vouchers selected in the current Landed Cost Extract run control. This helps to ensure accurate calculations of voucher costs by including associated vouchers. For example, a regular voucher and its associated adjustment voucher is included in the voucher unit cost calculation.

  - CM_UNIT_COST_VO = Life to date RECV_VCHR_MTCH.MERCH_AMT_VCHR (converted to Inventory business unit base currency) / RECV_LN_SHIP.QTY_SH_ACCPT_SUOM
  - CM_UNIT_COST_POVO = Life to date RECV_VCHR_MTCH.MERCH_AMT_VCHR (converted to Inventory business unit base currency using exchange rate on purchase order) / RECV_LN_SHIP.QTY_SH_ACCPT_SUOM
  - CM_UNIT_COST_PO = RECV_LN_DISTRIB.MERCH_AMT_BSE / RECV_LN_DISTRIB.QTY_DS_ACCPT_SUOM

- Calculates the miscellaneous charge unit costs.

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  - CM_UNIT_COST_VO = Life to date VCHRLN_MISC_CHG_MISC_AMT (prorated to voucher receiver line and converted to Inventory business unit base currency) / RECV_LN_SHIP.QTY_SH_ACCPT_SUOM
  - CM_UNIT_COST_POVO = Life to date VCHRLN_MISC_CHG_MISC_AMT (prorated to voucher receiver line and converted to Inventory business unit base currency using exchange rate on purchase order) / RECV_LN_SHIP.QTY_SH_ACCPT_SUOM
  - CM_UNIT_COST_PO = RECV_LN_DIST_LC.UNIT_COST

- Populates CM_MATCHED_COST record for material unit costs and miscellaneous charge unit costs (CM_UNIT_COST_VO, CM_UNIT_COST_POVO, and CM_UNIT_COST_PO).

  Creates one row for each cost element for each receiver distribution line.

- Populates CM_MATCHED_COST record for the subcontracted services that are included in a production ID (Manufacturing).
- Populates CM_MATCHED_COST record for the excise taxes, custom duties, and sales taxes for India.

  The process matches the non-recoverable portion of these charges from third-party vouchers (PeopleSoft Payables) to the non-recoverable portion from the POs and receipts (PeopleSoft Purchasing).

- Populates CM_RMATCH_COST record for return to vendor (RTV) adjustment vouchers.
- Populates receiving shipment (RECV_LN_SHIP_VC) and distribution (RECV_LN_DIST_VC) tables with the actual vouchered miscellaneous charges so that you can report and inquire on this data.
- Adds a line to the CM_MATCHED_COST record and the RECV_LN_DIST_LC record with a zero amount if a charge is vouchered which was not on the purchase order to alert analysts of a discrepancy between the expected and vouchered miscellaneous charges.

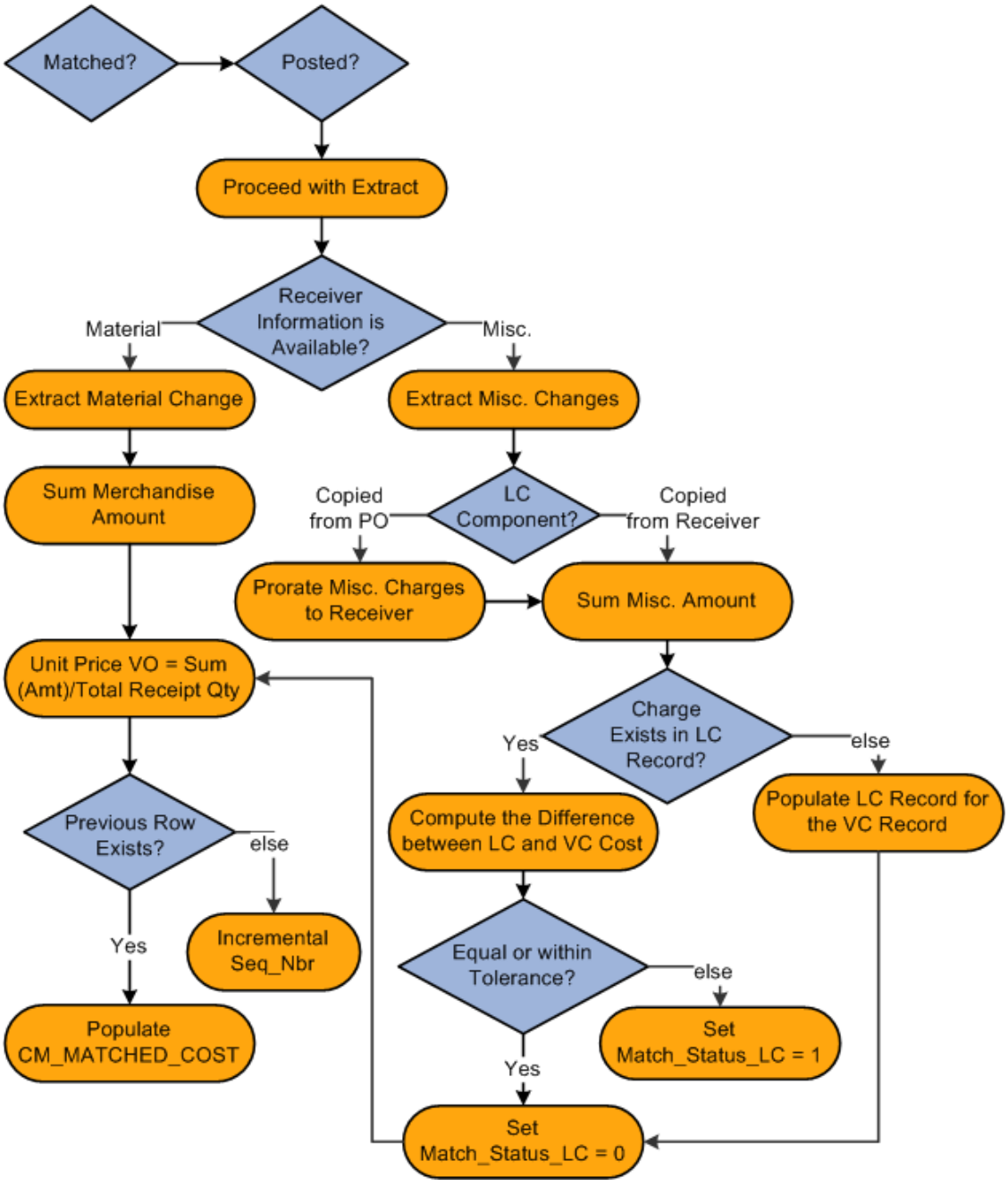
> **Note**
>
> This step is important, because if voucher charges are not on the purchase order, the miscellaneous charge codes could be different. For example, suppose that the purchase order indicated that there would be a UPS charge for delivering material. This information would be entered into the RECV_LN_SHP_LC and RECV_LN_DISTRB_LC tables as miscellaneous charges for the purchase order. If the supplier uses UPS and the voucher reflects this, the RECV_LN_SHIP_VC and RECV_LN_DISTRB_VC are populated with the same information, and the _VC tables match the _LC tables. Analysts would have nothing to worry about. If, however, the supplier uses Fed Ex instead of UPS, the _VC tables are out of sync with the _LC tables (they would have different miscellaneous charge codes for the delivery charges associated with this material), and the analyst should be made aware of this discrepancy. The Landed Cost process populates the _VC tables with actual amounts from the voucher and then populates the _LC tables with zero amount rows for any charges it finds in the _VC tables that do not exist in the _LC tables. (In the example above, it populates the _LC tables with a row for the FedEx charge with a zero amount).

- Updates the voucher and receiver tables by flagging the processed vouchers and receivers with the landed cost extracted flag.

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> **Note**
>
> Landed cost supports multicurrency, sales tax, and nonrecoverable VAT. You can also have multiple vouchers for each receiver line.

This diagram illustrates how the Landed Cost Extraction process works.



Related Topics

- PeopleSoft Cost Management: Landed Cost Extract Page

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- Miscellaneous Charges Page
  Use the Miscellaneous Charges page (VCHR_MISC_SEC) to allocate the miscellaneous charges for the voucher at a more detailed level.

Prerequisites

The Landed Cost Extraction process is not set up in PeopleSoft Payables. You set the parameters in PeopleSoft Purchasing and Cost Management.

Define the landed cost component parameters on the Misc Charge/Landed Cost Defn (miscellaneous charge/landed cost definition) page. These include:

- Cost elements (choose a cost category of material or landed).

  The material category tracks material costs and subcontracted services. The landed category tracks all other landed costs.
- Prorate charges.
- Extended amount tolerances.
- Quantity received tolerances.
- Landed cost groups.
- Accrue charges.

Related Topics

- PeopleSoft Source to Settle Common Information: Defining Miscellaneous Charges and Landed Costs

Entering Landed Cost Transactions Online

Unlike other processes in PeopleSoft Payables, landed cost transactions are not actually entered on a particular page in the application. Instead, you define certain miscellaneous charge codes as having a landed cost element by selecting the **Landed Cost Component** check box on the Misc Charge/Landed Cost Defn page.

Each time that you use these miscellaneous charge codes on a regular voucher, adjustment voucher, reversal voucher, or a third-party voucher and then run the Landed Cost Extraction process, the system recognizes these charges as landed cost. It extracts them and sends them to PeopleSoft Cost Management where users can analyze and report on them.

> **Note**
>
> All nonmerchandise charges, such as freight, sales and use tax, VAT, and miscellaneous charges, are set up on the Misc Charge/Landed Cost Defn page.

Related Topics

- Entering Third-Party Vouchers
  This section provides an overview of third-party vouchers and discusses how to create third-party vouchers.

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Running the Landed Cost Extraction Process

This section discusses how to run the Landed Cost Extraction process.

The Landed Cost Extraction process extracts landed cost data from matched and posted regular vouchers, adjustment vouchers, reversal vouchers, and third-party vouchers and writes data to the PeopleSoft Cost Management CM_MATCHED_COST table for further processing. You run this process from the Landed Cost Extract page.

Pages Used to Run the Landed Cost Extraction Process

Page Name	Definition Name	Usage
Landed Cost Extract Page	LC_RUN_CNTRL	Runs the Landed Cost Extraction Application Engine process (LC_EXTRACT), which can be run for all business units, specific business units, or specific vouchers.
Landed Cost Extract - Messages Page	AP_MESSAGE_LOG	View error messages associated with previous landed cost extraction requests. See end of Landed Cost Extract Page section.

Landed Cost Extract Page

Use the Landed Cost Extract page (LC_RUN_CNTRL) to runs the Landed Cost Extraction Application Engine process (LC_EXTRACT), which can be run for all business units, specific business units, or specific vouchers.

Navigation:

Accounts Payable, and then **Batch Processes**, and then **Extracts and Loads**, and then **Extract Landed Cost**, and then **Landed Cost Extract**

Field or Control	Description
Options	Select the hierarchy level for which you want to run the Landed Cost Extraction process: *All business units, Specific business units,* or *Specific vouchers.* If you select *Specific business units* or *Specific vouchers* a message displays indicating that vouchers may be processed in addition to the ones selected by the run control. Additional vouchers are processed by the Landed Cost Extraction process if they are associated with the same receiver line ships. If you select *All business units* all vouchers in the system will be processed.

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The number of vouchers selected by the run control and the total number of vouchers processed by the Landed Cost Extraction process displays in the Landed Cost Extraction Application Engine log.

> **Note**
>
> Additional vouchers are included to help ensure accurate unit cost calculations. These additional vouchers may be vouchers that have been fully extracted by previous Landed Cost Extraction processes or vouchers that are not selected by the current Landed Cost Extraction process run control. Vouchers that are not selected by the current run control, but are included in the unit cost calculations, will be locked and their extract status will be updated.
>
> To access the Landed Cost Extract - Messages page, use the navigation: **Accounts Payable**, and then **Batch Processes**, and then **Extracts and Loads**, and then **Extract Landed Cost**, and then **Landed Cost Extract**, and then **Messages**

Reviewing Landed Cost Exceptions

This section discusses how to review landed cost extract exceptions.

Page Used to Review Landed Cost Exceptions

Page Name	Definition Name	Usage
Landed Cost Extract Exceptions Page	VCHR_LC_LOG	Use to view exceptions generated during the Landed Cost Extraction Application Engine process (LC_EXTRACT).

Landed Cost Extract Exceptions Page

Use the Landed Cost Extract Exceptions page (VCHR_LC_LOG) to use to view exceptions generated during the Landed Cost Extraction Application Engine process (LC_EXTRACT).

Navigation:

Accounts Payable, and then **Review Accounts Payable Info**, and then **Interfaces**, and then **Landed Cost Extract Exceptions**, and then **Landed Cost Extract Exceptions**

The Landed Cost Extraction process generates two types of exceptions:

- Currency conversion.

  An exception is generated if the exchange rate is not found when converting the PO and voucher amount to the inventory business unit base currency.

- Miscellaneous charge tolerance.

  An exception is generated if the actual life to date voucher miscellaneous charge exceeds the miscellaneous charge on the receiver line ship by more than the defined tolerance established on the Misc Charge/Landed Cost Defn page.

Related Topics

- PeopleSoft Cost Management: Landed Cost Extraction - Messages Page

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Processing Multiple Currencies in PeopleSoft Payables

Understanding Multiple Currencies in PeopleSoft Payables

PeopleSoft offers a uniquely flexible structure that enables you to manage financial information in multiple currencies. You can use a *ChartField* to designate different currency codes within a ledger, or as required, you can store each currency in a different *ledger.*

PeopleSoft also provides specific input, processing, and reporting features that satisfy the most demanding requirements of multinational financial management. It supports the European Common Currency (Euro), as well as currency conversions, remeasurement, revaluation, and translation. It also provides a complete audit trail of all multicurrency processing.

This section discusses:

- Multicurrency terminology in PeopleSoft Payables.
- Voucher processing in a multicurrency environment.
- Payment processing in a multicurrency environment.
- PeopleSoft Payables Revaluation processing.
- Multibook in PeopleSoft Payables.

Multicurrency Terminology in PeopleSoft Payables

Below are some key terms and concepts that you encounter when you use Oracle's PeopleSoft Financials multicurrency applications. Efforts have been made to use these terms consistently to coincide with generally accepted accounting terms and Financial Accounting Standards Board (FASB) rules.

Types of Currency

Currency refers to the denomination of a monetary transaction. PeopleSoft applications use a currency code to identify and track individual currencies. Though the system does not require it, it is suggested that you use the International Standards Organization (ISO) currency codes supplied with the application. You may use an unlimited number of currencies in PeopleSoft applications.

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Term	Definition
Base Currency	The base currency is the primary currency used for a business unit, and is sometimes referred to as the unit's *book* currency. A business unit can have one and only one base currency. This is generally the local currency for the organization; however, accounting rules or other circumstances might dictate otherwise. In PeopleSoft Payables, you assign a base currency to each business unit on the General Ledger Definition - Definition page. PeopleSoft Payables business units use the base currency of their associated general ledger business units. Once established, the base currency of a general ledger business unit cannot be changed.
Transaction and Payment Currency	Any currency with which a business unit interacts, other than its base currency, is a foreign currency. PeopleSoft Payables refers to a foreign currency as a *transaction currency* when describing the currency of the invoice, and as a *payment currency* when describing the currency in which payments are made. The system stores all distribution accounting data in three currencies: the base currency of the general ledger business unit on the distribution line, the PeopleSoft Payables business unit base currency, and the transaction currency.

Currency Calculations

The system performs several calculations when it works with multicurrency transactions.

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Term	Definition
Conversion	*Conversion* is the exchange of one currency for another. In PeopleSoft Payables, this refers to expressing the value of foreign currency transactions in terms of the base currency. Conversion occurs in many places in your PeopleSoft Payables system. When receiving vouchers from a supplier, you can enter a transaction amount in a foreign currency. The system uses an exchange rate to convert the transaction amount to the PeopleSoft Payables business unit base currency and the general ledger business unit base currency. When you create payments in one currency for vouchers in a different currency, the system performs currency conversion as necessary to enable payment creation. It uses either the currency rate type, or override to convert the payment currency into the voucher's base currency, and the bank's general ledger base currency. During the revaluation of your current payables balance, the process revalues unpaid vouchers, based on business unit's base currency.
Exchange Rate	An exchange rate is the value of one currency expressed in terms of another. Actual exchange rates vary based on the currency rate type that you use. There are several recognized currency rate types, including spot (immediate), current, negotiated (discount and premium forward rates), average, and historical rates. The system supports any number of exchange rates.
Unrealized Gains and Losses	An unrealized gain or loss represents the difference between the amount that you would pay in your base currency if your outstanding foreign currency accounts liability balance were paid now and the amount that you would have paid if payment was made when the items were created. If the exchange rate is more favorable now than when items were created, you have an unrealized gain. If the exchange rate is less favorable now, you have an unrealized loss.
Realized Gains and Losses	Realized gains or losses represent the actual increase or decrease, due to exchange rate fluctuations, or rate type changes in the amount of money paid in the base currency. The system determines realized gain or loss only at payment time.

Related Topics

- PeopleSoft General Ledger: Defining General Ledger Business Units

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Voucher Processing in a Multicurrency Environment

Multicurrency affects voucher processing at all levels: entering and validating vouchers, scheduling payments, using control groups, and posting vouchers.

Entering Multicurrency Vouchers

Each voucher has a transaction currency denomination. The currency code for the transaction appears by default through the PeopleSoft Payables control hierarchy (business unit, voucher origin, control group, and supplier). If required, you can change the currency and rate type on the voucher. You can change the currency code for the voucher on the Voucher - Invoice Information page or on the Voucher - Attributes page, and you can change the rate type for the voucher on the Voucher - Attributes page.

For each voucher, the system converts the transaction currency to the voucher base currency using the exchange rate and exchange rate type. By specifying the exchange rate source, you can enter a specific exchange rate or have the system determine the exchange rate from the exchange rate tables. If you select *User* as the source, enter the exchange rate yourself. If you select *Tables* as the source, the system uses the invoice date of the voucher and the exchange rate tables to determine the exchange rate to use.

The transaction currency code applies to all amounts entered onto the voucher. At save time, the system performs a conversion to the base currency defined for the business unit and to the PeopleSoft General Ledger base currency for the distribution line on interunit accounts.

Transaction balancing occurs on both the transaction and the base amounts. During voucher save, base amount rounding differences are added to the largest expense accounting lines for each voucher line.

Scheduling Payments for Multicurrency Vouchers

Payment scheduling creates scheduled payment records for each voucher. Each scheduled payment has a gross payment amount and a discount payment amount. The scheduled payment amounts are converted based upon the currency exchange rate of the voucher transaction currency. You can override the currency rate or rate type on the Holiday/Currency Options page selected from the Voucher - Payments page. When you enter a specific rate, the rate is used to convert the currency between the voucher transaction currency and the payment currency. When you override the rate type, the new rate type is used to convert from the transaction currency to the payment currency and from the payment currency to the bank's base currency and the voucher's base currency.

> **Note**
>
> If you use a rate type on the payment that is different from the rate type on the voucher, realized gain and loss may occur.

Related Topics

- Completing Voucher Attributes
  This section discusses how to view and modify voucher attributes.
- Scheduling and Creating Voucher Payments for Online Vouchers

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Payment Processing in a Multicurrency Environment

Multicurrency also affects payment processing at many levels.

Payment Selection

From a multicurrency perspective, PeopleSoft Payables determines the amount of a given currency required to pay a scheduled payment. The payment currency does not have to be the same as the voucher transaction currency. In fact, the payment currency can be in any currency that you have set up for the bank. You can either accept the default or select another valid currency code.

Payment Creation

During payment creation, the system converts the voucher transaction currency to the payment transaction currency for the payment. It converts the payment transaction currency to the voucher base currency and the bank base general ledger currency for posting. The amounts form the basis of realized gain and loss accounting entries created in payment posting.

PeopleSoft Payables supports checks, automated clearing house (ACH) payments, direct debits, wire transfers, electronic funds transfers (EFT), drafts, GIRO, letters of credit, and bank transfers. The Pay Cycle Application Engine process (AP_APY2015) consists of payment selection and payment creation. Output processes print checks and create files.

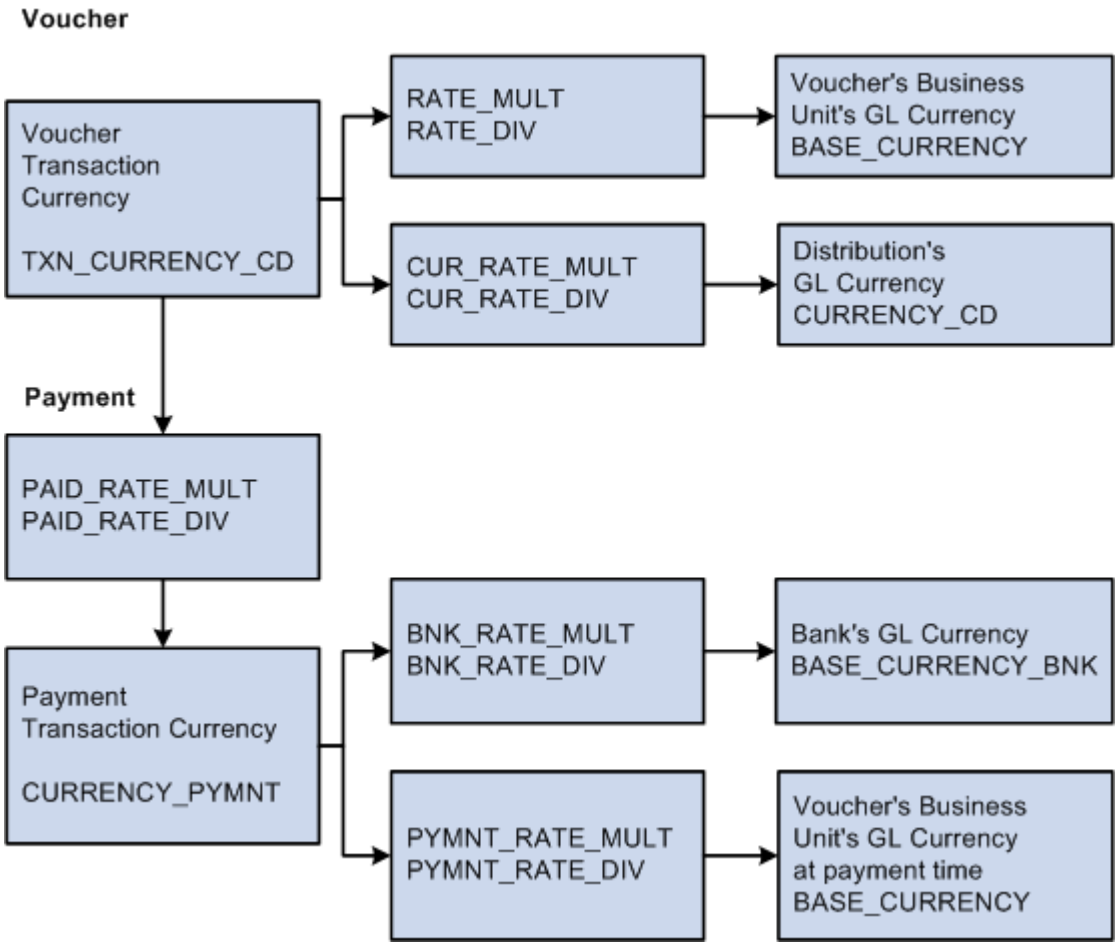
The payment creation process populates the payment amount and bank base amount of the payment. The payment table also holds the corresponding currency codes and rates. The check print process accesses the currency code table to access symbols and descriptive information to print on the check and remittance advice.

The Trial Payment Register, the Payment Register, and the Payment Forecast reports all reflect multicurrency payments.

> **Note**
>
> During payment creation, the system calculates the payment transaction currency from the voucher *transaction* currency.

This graphic shows the currency conversion process for vouchers and payments.

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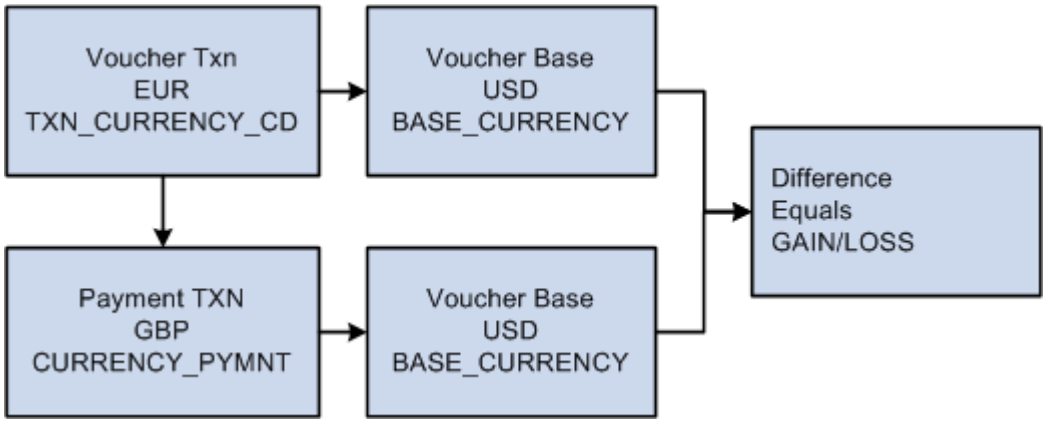
Payment Posting

The Payment Posting Application Engine process (AP_PSTPYMNT) creates accounting entries that relieve liabilities and record payments, as well as discounts taken or lost, VAT, withholding and realized gains and losses. The Payment Posting process also creates accounting entries resulting from canceled payments (void and stop checks). The system calculates the exchange rate gain or loss by subtracting the BASE_CURRENCY at payment time from the BASE_CURRENCY at voucher entry time. However, if the voucher's transaction currency is different from the payment's transaction currency, the gain or loss is an overall gain or loss.

When the Voucher Transaction currency and the Payment Transaction currency are not equal, and you use the General Ledger Balance By All Currency, the Payment Posting process will automatically generate additional entries to balance by Foreign currency. The amounts will be posted to the RSAF (Rounding Suspense for Foreign) account and the system will use the ChartField values that were established on the Accounting Entry Template.

Exchange rate gain or loss process flow.

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If a situation arises where the voucher is in currency A, the payment is in currency B, and the voucher's base is in currency C, you have a potential realized gain or loss. In this situation, the payment accounting entry foreign currency is the currency of the payment.

When rounding errors occur during the generation of accounting entries, the amounts are posted to the rounding suspense account. Rounding suspense account entries can be reclassified in PeopleSoft General Ledger for any ledgers.

Related Topics

- Holiday/Currency Options Page
  Use the Holiday/Currency Options page (PAY_OPT_SEC) to override the default bank holiday processing options and currency options for the payment.
- Running and Managing Pay Cycles
  This section discusses how to process and manage pay cycles.

PeopleSoft Payables Revaluation Processing

Revaluation adjusts the domestic currency value of asset and liability account balances that are maintained in foreign currencies. It is necessary to reflect the actual value of these assets and liabilities in the *domestic* currency, because the exchange rates fluctuate between the domestic currency and the foreign currencies. Revaluation is generally performed at the end of each accounting period and results in a domestic currency adjustment to the account being revalued, with an offsetting entry being made to the revaluation gain or loss accounts. In PeopleSoft Payables, the PS/AP Revaluation process determines the revaluation adjustment required for the balance sheet account and creates a journal entry for this adjustment and its offsetting gain or loss amounts.

You might need to revalue your open payables for financial reporting purposes. PeopleSoft Payables enables you to create summarized revaluation accounting entries and input these entries into the Journal Generator. You can run the revaluation for one or many PeopleSoft Payables business units.

You revalue transactions as follows:

1. Run the PS/AP Revaluation process.

   The PS/AP Revaluation process creates the unrealized gains and loss entries for selected PeopleSoft Payables business units for a given period. The PS/AP Revaluation process inspects the transaction tables and applies a specified exchange rate to each unpaid, scheduled payment which has a voucher transaction currency that is not in the business

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unit's base currency. It then applies the exchange rate to create a revaluation base amount, which it uses to create a revaluation accounting line.

2. Run the Journal Generator Application Engine process (FS_JGEN).

   The Journal Generator process creates journals from the revaluation accounting lines. Make sure that you have set up an accounting definition to relate the revaluation accounting lines to journal lines. You also need a journal generator template specifying the creation of a reversing journal for revaluation.

If you run revaluation in PeopleSoft Payables, rather than in PeopleSoft General Ledger, the process happens at a specified level of detail. This provides more flexible results if your exchange rates are volatile. If you do run the process in PeopleSoft Payables for the accounts that you use here, you do not want to run the PeopleSoft General Ledger revaluation against the same account balances in PeopleSoft General Ledger, because you would be double counting.

> **Note**
>
> Vouchers must be posted before you can run revaluation.

Related Topics

- Payables Definition - Definition Page
  Use the Business Unit ID Numbers page (BU_ID_NBRS_AP_SEC) to specify ID numbers to associate with the business unit.
- Performing the PS/AP Revaluation Process

Multibook in PeopleSoft Payables

The Multibook feature supports multiple base currencies, each in the form of a ledger, defined for a business unit. Optionally, you can post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (individual ledgers).

With the Multibook feature, several ledgers are grouped together within a ledger group. Ledgers within the group share the same physical structure, but each ledger can have its own base currency. The ledger group controls how transactions post to all ledgers within the group or to an individual ledger. The system automatically converts transactions to the applicable base currency and then posts to the corresponding ledger. This gives you full, drill-down support and cross-currency comparisons at both the summary and transaction levels.

Enable the Multibook feature on the Installation Options - Overall page, by selecting the **Create Multibook Accounting Entries in Subsystems** check box. If this check box is selected, and if your ledger group is set up for secondary ledgers, the PeopleSoft Payables posting processes and revaluation process create the accounting entries for those ledgers. However, if this check box is not selected, the PeopleSoft Payables posting processes and revaluation process create only the primary ledger entries. The Journal Generator process creates the secondary and translate ledger entries.

Set up ledger groups on the Ledger Groups - Definition page.

The calculations for secondary ledgers are dependent upon whether you are using *Translation* or *Non-Translation* ledgers:

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Term	Definition
Non-Translation ledgers	The system creates accounting entries by converting from the transaction currency to the base currency.
Translation ledgers	The system creates accounting entries by converting from the primary ledger base currency to the translate ledger base currency.

Use the Multibook feature to maintain the real-time balance of certain accounts in the ledger. You can track gain and loss for secondary ledgers more accurately (when they are non-translation ledgers).

Related Topics

- Application Fundamentals: Setting Up and Using Multibook Ledgers
- Application Fundamentals: Ledger Groups - Definition Page
- PeopleSoft General Ledger: Multibook Ledgers Using Entry Events

Performing the PS/AP Revaluation Process

Pages Used to Perform the PS/AP Revaluation Process

Page Name	Definition Name	Usage
Voucher Attributes Page	VCHR_STATUS_IA	Mark vouchers for revaluation.
Revalue Payables Page	RVL_RUN_CNTL_AP	Run the PS/AP Revaluation Application Engine process (AP_REVALUE).
Review Payables Revaluation Page	RVL_AP_ACCTG_ENTS	Review the results of the PS/AP Revaluation process.

Voucher Attributes Page

Use the Voucher - Voucher Attributes page (VCHR_STATUS_IA) to mark vouchers for revaluation.

Navigation:

Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **Regular Entry**, and then **Voucher Attributes**

Select the **Revalue Voucher** check box to mark vouchers for revaluation.

The system automatically selects all vouchers for revaluation, but you can select transactions of your choice for revaluation at the voucher level. The PS/AP Revaluation process recognizes transactions that are identified for revaluation and ignores the transactions that have not been identified.

Related Topics

- Completing Voucher Attributes
  This section discusses how to view and modify voucher attributes.

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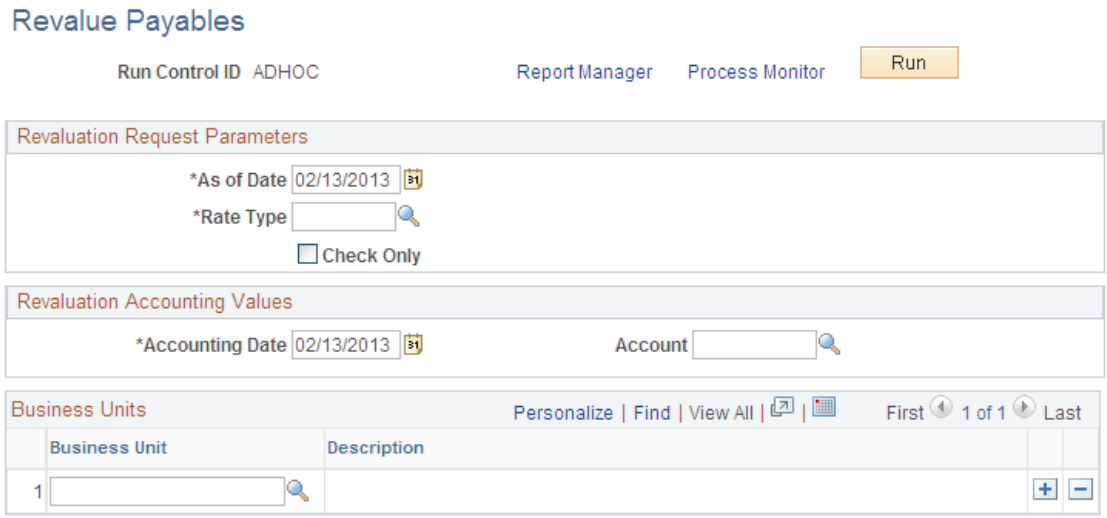
Revalue Payables Page

Use the Revalue Payables page (RVL_RUN_CNTL_AP) to run the PS/AP Revaluation Application Engine process (AP_REVALUE).

Navigation:

Accounts Payable, and then **Batch Processes**, and then **Vouchers**, and then **Payables Revaluation**, and then **Revalue Payables**

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



Prerequisites

Vouchers must be posted before you can run revaluation, and they must be marked for revaluation to be selected by the PS/AP Revaluation process.

Revaluation Request Parameters

Field or Control	Description
As of Date	Enter the as of date. Generally this date is the same as your period start date.
Rate Type	Enter a currency rate type to determine the exchange rate to be used in revaluation. The value you enter here overrides the rate type from the original voucher.

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Field or Control	Description
Check Only	Select to run the PS/AP Revaluation process without distributing the accounting entries to the PeopleSoft General Ledger. When the **Check Only** check box is selected, accounting entries are created, but are marked *Ignore;* therefore, they are not available for distribution to PeopleSoft General Ledger. As long as this check box is selected, you can run this process as many times as needed to evaluate results using various rate types. Each time that you run the process, it deletes any entries identified with the value *Ignore* (from the previous run) and creates new entries. **Note:** The system does not generate document sequencing when running the PS/AP Revaluation process in check only mode.

Revaluation Accounting Values

Field or Control	Description
Accounting Date	Enter the accounting date that is used as the date for each generated revaluation entry. The system stores the accounting date with the revalued amount of each item.
Account	Use to override the default accounts payable account for the revaluation adjustment. The accounts payable account is defined on the Accounting Entry template. The unrealized gain and loss accounts defined on the Accounting Entry template are used to offset this adjustment. **Note:** Only the account is overridden; all other ChartFields remain. If you are using alternate accounting, the alternate account is blank.

Business Units

Field or Control	Description
Business Unit	Select the business units that you want to process for this revaluation period.

Review Payables Revaluation Page

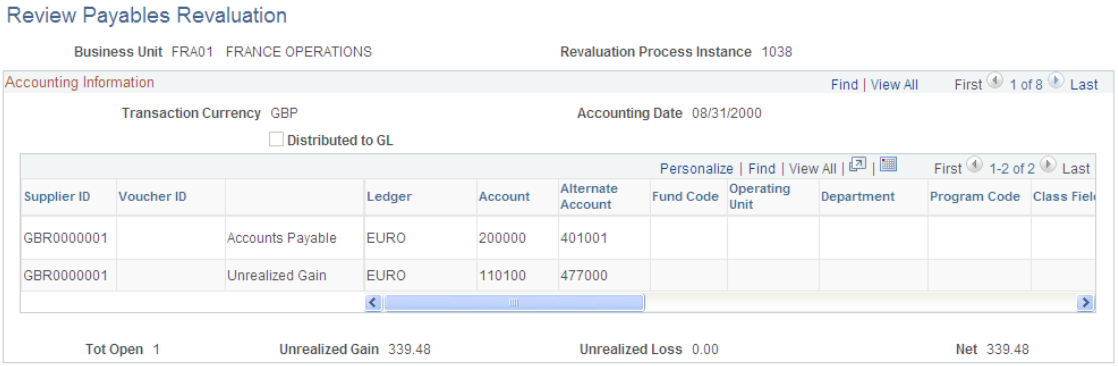
Use the Review Payables Revaluation page (RVL_AP_ACCTG_ENTS) to review the results of the PS/AP Revaluation process.

Navigation:

Account Payable, and then **Review Accounts Payable Info**, and then **Vouchers**, and then **Review Payables Revaluation**, and then **Review Payables Revaluation**

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



Accounting Information

Field or Control	Description
Transaction Currency	Displays the transaction currency of the vouchers. Transaction currencies are not combined.
Accounting Date	Displays the accounting date for the PS/AP Revaluation process.
Distributed to GL	Displays as checked if the revaluation accounting entries were distributed to PeopleSoft General Ledger.
Supplier ID	Displays the supplier ID for the accounting entry. The PS/AP Revaluation process groups the business unit by supplier ID.
Voucher ID	Displays the voucher ID for the accounting entry.
Ledger	Displays the PeopleSoft General Ledger business unit ledger to which this accounting entry has been charged.
Account	Displays the account and other ChartFields to which this accounting entry has been charged.
Affiliate	Displays the affiliate account to which this accounting entry has been charged. Create an affiliate account by overriding the default PeopleSoft General Ledger business unit for the PeopleSoft Payables business unit in the **GL Unit** (general ledger) field on the Voucher - Invoice Information page.
Monetary Amount DR (monetary amount debit)	If you select **Display Debit/Credit Amounts in Subsystems** on the User Preferences - Overall Preferences page, this field displays the monetary amount DR associated with the GL unit of the accounting entry.

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Field or Control	Description
Monetary Amount CR (monetary amount credit)	If you select **Display Debit/Credit Amounts in Subsystems** on the User Preferences - Overall Preferences page, this field displays the monetary amount credit associated with the GL unit of the accounting entry.
Monetary Amount (monetary amount debits and credits)	If you do not select **Display Debit/Credit Amounts in Subsystems** on the User Preferences - Overall Preferences page, this field displays the monetary amount (debits as positive numbers and credits as negative numbers) associated with the GL unit of the accounting entry.
Currency Code	Displays the currency code associated with the GL unit of the accounting entry.
Tot Open (total open)	Displays the total number of open entries for the page.
Unrealized Gain	Displays the unrealized gain for the accounting entry.
Unrealized Loss	Displays the unrealized loss for the accounting entry.
Net	Displays the net gain or loss (unrealized gain plus unrealized loss) for the page.

Related Topics

- Understanding Voucher Processing and the Voucher Life Cycle
  After you have set up all your control information, established your PeopleSoft Payables control hierarchy, and entered approved suppliers in the system, you are ready to enter vouchers into the system.
- Application Fundamentals: User Preferences - Overall Preferences Page

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Processing Document Sequencing in PeopleSoft Payables

Understanding Document Sequencing

Statutory requirements in some countries require that all financial transactions *(documents)* be classified into different transaction types, and that within each transaction type, all documents entered be numbered sequentially. The Document Sequencing feature helps you maintain established business practices by meeting both of these requirements.

Document sequencing is available for documents that you create either online or through background (batch) processing. When you activate the Document Sequencing feature, the PeopleSoft system automatically assigns a sequence number to each document (invoice, voucher, journal, and so on) that you create. You can also enter sequence numbers manually. When you delete, change, or unpost a document, the system may generate additional document sequence numbers, as appropriate.

Document Sequencing Setup Considerations

Document sequencing *must* be established for business units at implementation, before transactions exist for the business units. Activating document sequencing functionality when a business unit has existing transactions results in payment cancellation and voucher closure issues. Consequently, once a business unit has transactions, its document sequencing setting should not be changed.

If you have erroneously activated document sequencing, you must correct the resulting voucher issues as follows:

- Use credit vouchers to close vouchers.
- Use journal entries to correct the accounting entries of canceled payments.

Document Sequence Header Table (VCHR_DOCSEQ_HDR)

PeopleSoft Payables uses a Document Sequence Header table, VCHR_DOCSEQ_HDR, to store document sequence numbers for each new set of accounting entries. This table is a child of the voucher table. Where possible, the data for VCHR_DOCSEQ_HDR is populated online. For example, when a voucher is closed, the voucher close document sequence number is generated or validated when you save the page. The Voucher Posting Application Engine process (AP_PSTVCHR) then copies the document sequencing information to the closure accounting lines.

In other cases, however, document sequence numbers have to be generated in a batch process. In these instances, the necessary information is inserted by bulk into VCHR_DOCSEQ_HDR. The document sequencing routine is invoked to create a new document sequence number for each row in VCHR_DOCSEQ_HDR. PeopleSoft Payables processes (payment posting, revaluation, and cash clearing) call a routine (FTDOCAE) that copies the document sequence information from VCHR_DOCSEQ_HDR to the accounting entry table. For example, when a payment is canceled, and the associated vouchers are

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closed, a closure document sequence number is generated for each voucher that is associated with the payment.

When the certain events occur, the system combines four data elements to generate a document sequence number and inserts this combination into VCHR_DOCSEQ_HDR. The document sequence number consists of the following:

- The PeopleSoft General Ledger business unit.
- The default ledger group of the business unit.
- The appropriate journal code/document type (this is dependent on the defined sequence by option).
- The sequence date range value.

This table lists the various events in PeopleSoft Payables that generate document sequence numbers, and it details whether document sequencing occurs online or as a batch process, as well as which pages and processes are involved.

Event	Type of Processing	Pages / Processes
New voucher	Online	Voucher component
	Batch	Voucher Build (AP_VCHRBLD)
Voucher closure	Online	Close Voucher component
	Batch	Voucher Mass Maintenance component
		Voucher Posting (AP_PSTVCHR)
Voucher unpost	Online	Unpost Voucher component
		Voucher Mass Maintenance component
Voucher delete	Online	Delete Voucher component
		Voucher Mass Maintenance component
New payment	Online or Batch	Express Payment page
		Voucher component (Payments page)
		Manual Pay component
		Pay Cycle (AP_APY2015)
Pay cycle reset	Online	Pay Cycle Manager page
Cancel payment	Online	Cancel Payment page
		Mass Payment Cancellation component
Cancel payment voucher close	Batch	Payment Posting (AP_PSTPYMNT)
Manual draft	Online	Manual Draft Creation page
Draft write-off	Online	Draft Write Off page
Cash clearing	Batch	Cash Clearing (AP_APCSHCLR)
Payables revaluation	Batch	PS/AP Revaluation (AP_REVALUE)

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Prerequisites

Before you can begin using the Document Sequencing feature in PeopleSoft Payables, you must:

- Enable document sequencing at the system level.
- Enable document sequencing at the PeopleSoft General Ledger business unit level.
- Specify a document sequence range.
- Define the journal types and journal codes.

Related Topics

- PeopleSoft Global Options and Reports: Setting Up a System for Document Sequencing

Defining and Assigning Document Types

To set up your document types and assigning document types, use the following components:

- Document Type (DOC_TYPE).
- Journal Generator Template (JRNLGEN_APPL_ID).
- Procurement Control (BUS_UNIT_INTFC2).
- External Accounts (BANK_EXTERNAL).

Pages Used to Define and Assign Document Types

Page Name	Definition Name	Usage
Document Type Page	DOC_TYPE	Use this page to define your Payables document types.
Journal Generator Template - Defaults Page	JRNL_GEN_DEFAULTS	Assign a document type to the accounting entries that PeopleSoft Payables generates. The Journal Generator Application Engine process (FS_JGEN) uses this information to assign a document sequence number when you create journals through the Journal Generator process.
Journal Generator Template - Summarization Page	JRNL_GEN_SUM	Select *Retain Detail* in the **How Specified Option** group box to retain and pass the document sequence numbers to PeopleSoft General Ledger. SeeJournal Generator Template - Defaults Page
Procurement Control - Document Types Page	BUS_UNIT_INTFC4	Assign document types to each accounting entry type in PeopleSoft Payables.

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Page Name	Definition Name	Usage
External Accounts - Document Sequence Page	PYMNT_BANK_DOC_SEC	Assign default document types for payment methods.

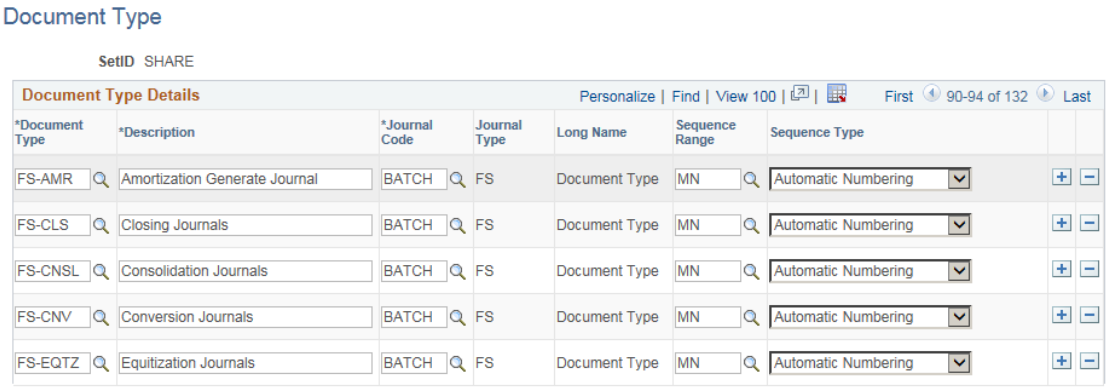
Document Type Page

Use the Document Type page (DOC_TYPE) to use this page to define your Payables document types.

Navigation:

Set Up Financials/Supply Chain, and then **Common Definitions**, and then **Document Sequencing**, and then **Define Document Type**

This example illustrates the fields and controls on the Document Type page



Once you set up your system for document sequencing, you can use this page to define your payables document types.

Related Topics

- PeopleSoft Global Options and Reports: Document Type Template Page

Assigning Document Types to Journals

Use the Journal Generator Template - Defaults page (JRNL_GEN_DEFAULTS) to assign a document type to the accounting entries that PeopleSoft Payables generates.

The Journal Generator Application Engine process (FS_JGEN) uses this information to assign a document sequence number when you create journals through the Journal Generator process.

Navigation:

General Ledger, and then **Journals**, and then **Subsystem Journals**, and then **Journal Generator Template**, and then **Defaults**

Use the Journal Generator Template - Defaults page to assign a document type to the accounting entries. Use the Journal Generator Template - Summarization page to select *Retain Detail* to retain and pass the document sequence number to PeopleSoft General Ledger.

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Related Topics

- PeopleSoft Global Options and Reports: Defining Sequencing Options for Accounting Entries

Procurement Control - Document Types Page

Use the Procurement Control - Document Types page (BUS_UNIT_INTFC4) to assign document types to each accounting entry type in PeopleSoft Payables.

Navigation:

Set Up Financials/Supply Chain, and then **Business Unit Related**, and then **Procurement**, and then **Procurement Control**, and then **Document Types**

The Procurement Control - Document Types page only appears if you have document sequencing enabled at the installation level.

You assign document types for each accounting entry type in PeopleSoft Payables at the PeopleSoft General Ledger business unit level.

Related Topics

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

External Accounts - Document Sequence Page

Use the External Accounts - Document Sequence page (PYMNT_BANK_DOC_SEC) to assign default document types for payment methods.

Navigation:

Banking, and then **Bank Accounts**, and then **External Accounts**, and then **Payment Methods**

Click the **Document Sequencing** link on the External Accounts - Payment Methods page.

This link is active only if the bank belongs to a PeopleSoft General Ledger business unit that is set up for document sequencing.

Set up the default document type setup for the various payment methods on the Payment Methods page in the External Accounts component. From this page, you can access a Document Sequence page for assigning the default document type for that payment method, if the bank account is tied to a PeopleSoft General Ledger business unit for which the Document Sequencing feature has been enabled.

Related Topics

- PeopleSoft Banks Setup and Processing: External Accounts - Payment Methods Page

Using Document Sequencing with Various Transactions

This section describes how document sequencing affects various transactions and activities in PeopleSoft Payables processing.

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To create accounting transactions and document sequencing, you:

- Enter vouchers with document sequencing.
- Close vouchers with document sequencing.
- Unpost and repost vouchers with document sequencing.
- Delete vouchers with document sequencing.
- Create payments with document sequencing.
- Create manual payments with document sequencing.
- Cancel payments with document sequencing.
- Create manual drafts with document sequencing.
- Write-off drafts with document sequencing.
- Use document sequencing with interunit transactions.
- Process cash clearing entries with document sequencing.
- Use document sequencing with revaluation entries.

Pages Used to Create Document Sequencing with Various Transactions

Page Name	Definition Name	Usage
Invoice Information - Document Sequence Page	DOC_SEQ_AP_SEC	Override the default document type and enter a document sequence number, if applicable.
Close Voucher - Document Sequence Page	DOC_SEQ_CLOSE_SEC	Override the default document type and enter a document sequence number, if applicable.
Unpost Voucher - Document Sequence Page	DOC_SEQ_UNPST_SEC	Override the default document type and enter a document sequence number, if applicable.
Unpost Voucher - Document Sequence Page	DOC_SEQ_REPST_SEC	Override the default document type and enter a document sequence number, if applicable.
Delete Voucher - Delete Document Page	SEQ_NBR_DEL_TBL	After you click the **Delete** button, enter a deletion reason. The deletion reason is required if you are using the Document Sequencing feature.

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Page Name	Definition Name	Usage
Pay Cycle Manager Page	PYCYCL_MGR	Run and manage the Pay Cycle process, from payment selection through output processing (printing checks and advices, producing electronic file transfer (EFT) files, and so forth). Transfer to the pay cycle exceptions pages and pay cycle detail and summary data pages, where you can handle exceptions and hold, exempt, or separate payments. View the status and results of the Pay Cycle process.
Express Payment Page	PYMNT_EXPRESS	Create a payment for one or multiple vouchers for one specific supplier.
Voucher - Payment Page	VCHR_PAYMENT_PNL	Record a manually issued payment by changing the schedule payment **Action** field value to *Record*. Click the **Doc Seq** (document sequence) link to override the default document type and enter a document sequence number, if applicable.
Manual Pay SelectionCreating Manual Payments with Document Sequencing	AP_MAN_SEL	Enter criteria to build the manual payment worksheet. On the Man Pay Worksheet (manual payment worksheet) page, enter the manual payment information. On the Apply Voucher page, apply scheduled vouchers to the manual payment.
Canceling Payments with Document Sequencing	DOC_SEQ_CANCEL_SEC	Override the default document type and enter a document sequence number, if applicable.
Manual Draft Entry - Document Sequence Page	DOC_SEQ_PY_REC_SEC	Override the default document type and enter a document sequence number, if applicable.
Draft Write Off - Document Sequence Page	DOC_SEQ_PY_REC_SEC	Override the default document type and enter a document sequence number, if applicable.

Invoice Information - Document Sequence Page

Use the Invoice Information - Document Sequence page (DOC_SEQ_AP_SEC) to override the default document type and enter a document sequence number, if applicable.

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Navigation:

Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **Regular Entry**, and then **Invoice Information**

Click the **Document Sequencing** link on the Invoice Information page.

When you enter a voucher online that is associated with a business unit setup for document sequencing, a document sequencing link appears on the Invoice Information page, enabling you to access the Document Sequence page. On that page, you can override the default document type and enter a document sequence number, if applicable.

Field or Control	Description
Document Type	The system automatically assigns the default document type for each transaction based on your setup. You can override this setting by selecting a new value from the available types.
Journal Code	Displays the associated journal code for the selected document type. This field is display only.
Document Sequence Number	Displays *NEXT* until you save the transaction if you have opted to use automatic numbering. When you save the transaction, the system assigns the next available sequence number. If you have not opted to use automatic numbering, use this field to enter the document sequence number.
Document Sequence Date	When you save the transaction, the system automatically records the current date in the **Document Sequence Date** field.

> **Note**
>
> The Voucher Build Application Engine process (AP_VCHRBLD) assigns the document type, document sequence number, and document sequence date as part of its process.

Related Topics

- Entering Invoice Information for Online Vouchers
  This section provides an overview of voucher dependencies and balancing functionality.

Close Voucher - Document Sequence Page

Use the Close Voucher - Document Sequence page (DOC_SEQ_CLOSE_SEC) to override the default document type and enter a document sequence number, if applicable.

Navigation:

Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **Close Voucher**

Click the **Document Sequencing** link on the Close Voucher page.

Voucher closure creates a new document sequence number and document sequence date for the closure accounting entries that are created by the Voucher Posting process. If you are

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using the online Close Voucher component (VCHR_CLOSE), you can access a document sequence page, where you can override the default document type and enter a manual document sequence number.

When you save the Close Voucher component, the online document sequencing routines are invoked. If the edit is successful, a row is inserted into the VCHR_DOC_SEQ_HDR table for the closure event. This row contains the document type, document sequence number and the document sequence date for the closure event. When the Voucher Posting process processes the closed voucher, it copies this new document sequence information to the closure accounting entries.

Regardless of the voucher type and closure method you use—either closing individual vouchers using Close Voucher page, or closing multiple vouchers using the Mass Maintenance component (VCHR_MASS_MAINT)—the system writes to VCHR_DOC_SEQ_HDR table. When you use the Mass Maintenance component, you can enter comments that the system applies to all the vouchers included in a single closure event.

> **Note**
>
> The Close Voucher page is used to mark the voucher for closure. The voucher is closed when you run the Voucher Posting process.

> **Note**
>
> If you are using document sequencing and have saved the voucher on the Close Voucher page with the **Close** check box selected, you cannot access the voucher again to reopen it.

Related Topics

- Close Voucher Page
  Use the Close Voucher page (VCHR_CLOSE1) to mark a voucher for closure by the Voucher Posting process.

Unpost Voucher - Document Sequence Page

Use the UnPost Voucher - Document Sequence page (DOC_SEQ_UNPST_SEC) to override the default document type and enter a document sequence number, if applicable.

Navigation:

Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **UnPost Voucher**

Click the **Unpost Document Sequencing** link on the UnPost Voucher page.

When you unpost a voucher, the Voucher Posting process:

- Creates reversal accounting entries for any vouchers with document sequence numbers, regardless of whether the vouchers have been distributed to PeopleSoft General Ledger.
- Creates a new document sequence number and document sequence date for the reversing accounting entries that it generates.
- Creates a new accrual document sequence number for the unposted voucher.

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If the unposted voucher is reposted, the Voucher Posting process creates new accounting entries with the new accrual document sequence number and date, based on the setup specified on the Procurement Control - Document Types page.

In the UnPost Voucher component, you can access two document sequence pages for processing document sequencing as part of unpost and repost.

Field or Control	Description
Unpost Document Sequencing	Click this link to override the default document type and number for unposting. When you click the **Unpost** button on the UnPost Voucher page and click **OK,** the system creates reversing accounting entries with a new document sequence number.
Repost Document Sequencing	Click this link to override the default document type and number for reposting. When you run the Voucher Posting process to repost this voucher, the system creates new accounting entries with a new document sequence number.

Related Topics

- UnPost Voucher Page
  Use the UnPost Voucher page (VCHR_UNPST1) to unpost vouchers.

Delete Voucher - Delete Document Page

Use the Delete Voucher - Delete Document page (SEQ_NBR_DEL_TBL) to after you click the Delete button, enter a deletion reason.

The deletion reason is required if you are using the Document Sequencing feature.

Navigation:

Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **Delete Voucher**

A prompt appears when you click the **Delete** button in the Delete Voucher component.

Enter a document delete reason in the **Long Description** field. This page appears and a document delete reason is required when document sequencing is enabled for the PeopleSoft General Ledger business unit.

Related Topics

- Delete Voucher Page
  Use the Delete Voucher page (VCHR_DELETE1) to delete vouchers.

Creating Payments with Document Sequencing

You can create payments in a batch process or online.

For batch processing, access the Pay Cycle Manager page to run the Payment Creation process to create payments. This process generates document sequence numbers for these payments. The Payment Posting Application Engine process (AP_PSTPYMNT) then copies the document sequence numbers generated during the Payment Creation process to the payment accounting entries.

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For online payment processing, you can record a manual payment in the Voucher component (VCHR_EXPRESS), create a manual payment, or access the Express Payment page to create a payment for one or multiple vouchers for one specific supplier. These online processes create payments and generate document sequence numbers. The Payment Posting process then copies the document sequence numbers generated during online payment processing to the payment accounting entries.

Related Topics

- Running and Managing Pay Cycles
  This section discusses how to process and manage pay cycles.
- Using Express Payments
  This section discusses how to create and review express payments.

Creating Manual Payments with Document Sequencing

You can create manual payments using online voucher entry or through the Manual Payment feature.

Record a manual payment in the online voucher entry component by selecting *Record* as the payment action for the scheduled payment on the Voucher - Payments page. Payment posting, reissuing, closing, and voiding work the same as they do for payments created with the Pay Cycle process.

Use the Manual Payment Creation feature to create manual payments. You create a payment, but you apply it to existing vouchers rather than creating a voucher specifically for the payment. Payment posting, reissuing, closing, and voiding work the same as they do for payments created with the Pay Cycle process. However, for payments canceled with the option to close the liability, the Payment Posting process generates new document sequence numbers instead of copying them from another table.

Related Topics

- Recording Manual Payments
- Creating Manual Payments
  To set up your auto-numbering for manual payments, use the Auto Numbering component (AUTO_NUM_PNL).

Canceling Payments with Document Sequencing

Use the Cancel Payment - Document Sequence page (DOC_SEQ_CANCEL_SEC) to override the default document type and enter a document sequence number, if applicable.

Navigation:

Accounts Payable, and then **Payments**, and then **Cancel/Void Payments**, and then **Payment Cancellation**, and then **Cancel Payment**

Click the **Document Sequencing** link on the Cancel Payment page.

Use the Payment Cancellation component (PYMNT_CANCEL) to cancel individual payments, or you can use the Mass Payment Cancellation component (AP_PMT_MASS_CNL) to cancel multiple payments. Regardless of the component you use, you can override the document type for the cancellation accounting entries and enter a document sequence number, if applicable.

Payment cancellation creates a new document sequence number and date for the cancellation accounting entries that are created by the Payment Posting process. Payment posting also

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generates new closure document sequence numbers for all the vouchers that are associated with the canceled payment with the option to close the liability.

If you choose to undo a payment cancellation for a payment with a document sequence number by selecting **Undo Cancel** on the Payment Cancellation page or the Mass Payment Cancellation page, the following warning message appears: Undo Cancel requires deletion of document sequence number Proceed? (7015,209) Undo Cancel requires deletion of document sequence number. Proceed?

If you click **OK,** the **Delete Document - Document Deletion Reason** dialog box appears.

> **Note**
>
> This is possible only if you have not run the Payment Posting process on the payment.

Related Topics

- Canceling Individual Payments
  This section provides an overview of payment cancellation with associated liabilities and discusses how to cancel a payment.

Manual Draft Entry - Document Sequence Page

Use the Manual Draft Creation - Document Sequence page (DOC_SEQ_PY_REC_SEC) to override the default document type and enter a document sequence number, if applicable.

Navigation:

Accounts Payable, and then **Payments**, and then **Drafts**, and then **Create Manual Draft**, and then **Manual Draft Creation**

Click the **Document Sequencing** link on the Manual Draft Creation page.

You can override the document type for the draft accounting entries and enter a document sequence number, if applicable.

When you create manual drafts for a bank that is tied to a PeopleSoft General Ledger business unit enabled for document sequencing, the system assigns the draft that you create a document sequence type, document sequence number, and date.

Related Topics

- Creating Drafts Manually
  This section provides an overview of manual draft creation.

Draft Write Off - Document Sequence Page

Use the Draft Write Off - Document Sequence page (DOC_SEQ_PY_REC_SEC) to override the default document type and enter a document sequence number, if applicable.

Navigation:

Accounts Payable, and then **Payments**, and then **Drafts**, and then **Draft Write-Off**

Click the **Document Sequencing** link on the Draft Write Off page.

The Document Sequence page that you access from the Draft Write Off page is the same as the Document Sequence page that you access from the Manual Draft Worksheet component.

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You can override the document type for the draft write off accounting entries and enter a document sequence number, if applicable.

When you are writing off drafts for a bank that is tied to a PeopleSoft General Ledger business unit enabled for document sequencing, the system assigns the draft that you are writing off a document sequence type, document sequence number, and date.

Related Topics

- Managing Drafts
  This section discusses how to:

Using Document Sequencing with Interunit Transactions

This section discusses how to:

- Process cash clearing entries with document sequencing.
- Use document sequencing with revaluation entries.

Interunit Vouchers

In some cases, the charged-to distribution (PeopleSoft General Ledger) business unit for a voucher is different from the PeopleSoft General Ledger business unit related to the vouchering (PeopleSoft Payables) business unit. The accounting entries created for this type of voucher by the Voucher Posting process go to more than one PeopleSoft General Ledger business unit. This type of transaction is called an *interunit voucher.* Because document sequencing is based on the PeopleSoft General Ledger business unit, document sequencing is more complex.

If the voucher's Payables business unit is related to a PeopleSoft General Ledger business unit enabled for document sequencing, then the Voucher Posting process assigns the voucher accounting entries for that PeopleSoft General Ledger business unit, the document sequence type, and number.

The Voucher Posting process sequences the interunit accounting entries for any applicable PeopleSoft General Ledger business units separately. The Voucher Posting process takes the document type from the default accrual interunit document type specified on the Procurement Control - Document Types page for those PeopleSoft General Ledger business units.

> **Note**
>
> This document type must be set to auto-numbering because the interunit accounting entries are created during the Voucher Posting process without any user interaction.

Interunit Payments

Interunit payments occur when a payment is created for a bank that is tied to a different PeopleSoft General Ledger business unit than the associated voucher's Payables business unit.

When the Payment Posting process creates accounting entries for an interunit payment, it:

- Assigns to the accounting entries, which go to the PeopleSoft General Ledger business unit of the payment's bank, the document sequence type, and number generated at the time the payment was created.

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- Sequences the other accounting entries to the PeopleSoft General Ledger business unit tied to the associated voucher's Payables business unit separately, taking the default payment interunit document type specified on the Procurement Control - Document Types page.

> **Note**
>
> This document type must be set for auto-numbering, because the interunit accounting entries are created during the Payment Posting process without any user interaction.

Processing Cash Clearing Entries with Document Sequencing

For accounting entries created by cash clearing, the Cash Clearing Application Engine process (AP_CSHCLR) creates a new document sequence number and updates the cash clearing accounting entries with the new document sequence data. The cash clearing document type appears by default from the setup specified on the Procurement Control - Document Types page.

Related Topics

- Running the Cash Clearing Process
  This section provides an overview of the cash clearing process in PeopleSoft Payables and discusses how to enter cash clearing requests.

Using Document Sequencing with Revaluation Entries

For accounting entries that are created by revaluation, the PS/AP Revaluation Application Engine process (AP_REVALUE) creates a new document sequence number for the revaluation accounting entries on the revaluation accounting line (RVL_ACCTG_LN_AP). The revaluation document type appears by default from the setup specified on the Procurement Control - Document Types page.

> **Note**
>
> If you run revaluation in PeopleSoft Payables rather than in PeopleSoft General Ledger, the process occurs at a specified level of detail. If you run the process in PeopleSoft Payables for the accounts that you use here, do not run the General Ledger revaluation against the same account balances in PeopleSoft General Ledger; if you do, you will be double counting.

Related Topics

- Performing the PS/AP Revaluation Process

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(USF) Processing PeopleSoft Payables for U.S. Federal Agencies

Understanding Federal Payment Processing

This section discusses:

- Overview of federal payment schedule processing.
- Federal payment schedule processing.
- Other options for federal payment schedule processing.
- System for Award Management (SAM) data processing.

Overview of Federal Payment Schedule Processing

U.S. Federal agencies use payment schedules (also called Treasury schedules) to group vouchers in batches that the system pays all at once. You establish rules to make those batches of payments on time, based on invoice, receipt of goods and services, and acceptance dates.

Payment scheduling by due date helps U.S. Federal agencies fulfill their Prompt Payment Act obligation to bundle payments with shared characteristics when sending them for processing by the Department of the Treasury.

In PeopleSoft Payables, the Pay Cycle Application Engine process (AP_APY2015) selects payments during a pay cycle run and assigns them to the appropriate payment schedule. The Pay Cycle process then produces a transaction file of the payment schedule for you to deliver to the Department of the Treasury. A voucher is known as a *warehoused payment* until it is selected for a schedule, generated as a transaction file, and transmitted to a Treasury Disbursing Office (TDO).

The Pay Cycle process groups payments for submission to the TDO when they share the following characteristics:

Field	Description
Agency Location Code (ALC)	A numeric symbol used to identify accounting reports and documents prepared by or for agency accounting stations and disbursing offices (for example, eight-digit agency location station code, four-digit checking account symbol, and three-digit Treasury office number). For more information, see Application Fundamentals: Defining Agency Location Codes
Payment schedule type	The field that indicates whether payments cover transportation expenses or other expenses.

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Field	Description
Payment method	The physical means of payment, such as a check or electronic funds transfer (EFT).
Treasury Account Symbol	An alphanumeric field, 27 characters in length representing the fund that the payment is drawn from. For more information, see PeopleSoft General Ledger: Defining Component TAS and BETC Elements in Compliance with Federal Reporting Requirements

You can also set up payment schedule processing so that it generates a new schedule after the current schedule reaches a defined number of payments and appropriations. You perform this setup for each payment method and EFT layout combination used for payment schedules, using the Payment Schedule Restrictions page.

Federal Payment Schedule Processing

To process federal payment schedules:

1. Enter payment schedule vouchers just as you would any other voucher, using either the Voucher component (VCHR_EXPRESS), the Quick Invoice Entry component (VCHR_QUICK_PNL), or a source that is processed through the Voucher Build Application Engine process (AP_VCHRBLD).
2. Run the Voucher Posting Application Engine process (AP_PSTVCHR) and any other processes that are part of the voucher business practice, such as budget checking and matching.
3. Run the Pay Cycle process to generate payment schedules.

   The Pay Cycle process:

   - Selects vouchers that meet the criteria for federal payment schedules and groups them by schedule, creating new schedules according to the schedule restriction criteria that you specified on the Payment Schedule Restriction page.
   - Updates the payment schedule ID in the **Schedule ID** field on the Voucher - Payments page.
   - Kicks off workflow to notify certifiers of payment schedules needing certification (optional).
   - Creates a file for transmission to the U.S. Treasury for disbursement.
4. Certify the payment schedule.

   This step occurs during Pay Cycle processing, after payment selection and before payment creation.

   See Certifying Federal Payment Schedules.
5. Run the Payment Posting Application Engine process (AP_PSTPYMNT).
6. (Optional) Review the payment schedule using the Payment Inquiry page.

   See Inquiring and Reporting on Federal Payment Schedules.
7. Transmit the payment schedule file to the Department of Treasury.
8. For bulk payment schedule files (Type B SF1166 forms) only: after sending the bulk payment schedule file to the Department of Treasury and receiving summary certification

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data back from them, enter the summary certification data into the PeopleSoft database and generate an SF1166 Summary Certification file for uploading to the SPS system for certification.

Use the SPS Summary Totals pages.

See Creating SPS Payment Summary Files.

9. After receiving notice that the payment schedule was disbursed, reconcile the payment schedule using the Schedule ID Reconciliation page.

   See Managing Federal Schedule ID Reconciliations.

10. Run the Cash Clearing Application Engine process (AP_APCSHCLR).

Related Topics

- Understanding Pay Cycle Processing
  The Pay Cycle process is a flexible tool. You can review payments after specific processing steps—such as after payment selection and before payment creation—and correct exceptions before proceeding to the next step. Or you can run the Payment Selection and Payment Creation processes together if you do not need to review the payments after selection. If you have a large payment run and only a very small percentage of exceptions, you do not have to delay payment processing—you can continue the current pay cycle, resolve exceptions, and then process the payments in a different pay cycle run.
- Understanding the Voucher Posting and Payment Posting Processes
  The Voucher Posting process creates accounting entries from vouchers. The system uses the accounting entry template and inheritance rules that you set up on the Accounting Entry Template and ChartField Inheritance pages to identify the offset accounts needed to create accounting entries. The entries include the expense distributions entered into the system, as well as additional entries for the payables offset, value-added tax (VAT) expense, nonprorated, nonmerchandise expenses, and closure expenses. These accounting entries are then available for generating general ledger journals, using the Journal Generator Application Engine process (FS_JGEN). Vouchers must be entered, approved, and posted before you can send voucher information to the general ledger.

Other Options for Federal Payment Schedule Processing

There are many federal features in PeopleSoft Payables beyond those listed in the setup and processing steps discussed in this overview section. These options are also covered in this topic:

- Enforcing prompt payment protocols.
- Enforcing valid reimbursable periods.
- Processing IPAC transactions.
- Handling pay advances for federal agencies.

System for Award Management (SAM) Data Processing

The System for Award Management (SAM) is a Federal Government owned and operated free government-wide portal developed by the General Service Administration’s (GSA) Office of the Integrated Award Environment (IAE) to consolidate the capabilities of multiple systems and information sources used by the Federal government in conducting the acquisition and financial assistance (which includes grants and cooperative agreements) processes. Both current and potential government suppliers are required to register in SAM in order to be awarded contracts by the Government, including:

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- Entities who need to register to do business with the government, look for opportunities or assistance programs, or report subcontract information;
- Government contracting and grants officials responsible for activities with contracts, grants, past performance reporting and suspension and debarment activities;
- Public users searching for government business information.

Suppliers are required to complete a one-time registration to provide basic information relevant to procurement and financial transactions. Suppliers must update or renew their registration annually to maintain an active status. SAM validates the supplier's information and electronically shares the secure and encrypted data with the Federal agencies' finance offices to facilitate paperless payments through electronic funds transfer (EFT). Additionally, SAM shares the data with Government procurement and electronic business systems.

The interface from SAM to PeopleSoft transmits SAM entity data, both federal and commercial, that will enable PeopleSoft to:

- Create new suppliers for commercial and federal entities as well as customers for federal entities.
- Update existing suppliers or customers created from SAM data.
- Update manually entered suppliers and customers designated for SAM update.
- Update vouchers for expired SAM entities.
- Disable ordering for expired SAM entities.
- Update Withholding Alternate Name for the Supplier if different than Legal Name and if the Installation Option to update Taxpayer Name is selected.

The first step in the SAM process is to load the GSA-provided SAM file. PeopleSoft supports the Monthly and Daily .csv file formats for sensitivity levels of FOUO, Sensitive, or Public. The file load can be run from either the Supplier or Customer menu. When run from the Supplier menu, existing SAM supplier records are updated and when run from the Customer menu, existing SAM customer records are updated.

Creating SAM Suppliers and Customers: Once the SAM Load process is complete and staging tables are updated, you can view all the entity records and create either suppliers or customers using the USF_STAGING component. Suppliers can be created for commercial or federal entities by accessing the Maintain Entities page from the Supplier menu. Customers can be created for federal entities by accessing the Maintain Entities page from the Customer menu.

See Setting Up SAM Processing

Setting Up Suppliers for Federal Payment Processing

When you, as a U.S. Federal agency, set up suppliers for payment processing, you may want to specify the default payment schedule type and date basis calculation type for the supplier, along with the standard supplier setup. You can also set up these options at other levels in the PeopleSoft Payables control hierarchy: business unit, origin, and control group.

For suppliers, you enter this information on the Federal page in the Supplier Information component, which is available only when you have Enable Federal Payments selected on the Installation Options - Payables page.

When you set up other U.S. Federal agencies as suppliers, you may also identify the suppliers as federal agencies and enter the supplier's ALC and trading partner code. The ALC is required if the supplier is used for inbound or outbound IPAC processing. You enter this information on the Supplier Information - Federal page, as well.

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Specific federal payment processes may require particular supplier setup.

Related Topics

- PeopleSoft Source to Settle Common Information: Understanding Supplier Maintenance

Prerequisites

To set up the system to process federal payment schedules:

1. Enable Federal Payments on the Installation Options - Payables page.

   You must select the **Enable Federal Payments** option and enter payment schedule ID ranges for each of three types of payment schedules: *Transportation, Manual,* and *Other.*

   You can also select the **Enable Date Calc Basis** (enable date calculation basis) option to enable the enforcement of federal prompt pay protocols.

   See Application Fundamentals: Installation Options - Payables Page.

2. Specify default payment schedule types for each SetID on the Payables Options - Payment Options page.

   Select manual, transport, or other payments. You can override these settings at the voucher origin, supplier location, or voucher.

   See Payables Options - Payment Options Page.

3. Specify the federal payment indicator (employee, non-employee, or both) for each federal EFT and Automated Clearing House (ACH) layout on the EFT File Layouts and ACH File Layout pages.

   See Setting Up EFT and ACH Payment Formats.

4. Define Agency Location Codes (ALCs) for TDOs and federal agencies with whom you share IPAC transactions.

   You define ALCs on the Agency Location Code page.

   See Defining Agency Location Codes.

5. Define suppliers.

   Specify the supplier electronic file options on the Supplier Information - Payables Options page.

   Specify supplier Treasury options for SPS check output and SPS Same Day Payment file generation.

   Assign ALCs to federal suppliers with whom you share IPAC transactions.

6. Define federal spending region codes.

   You define federal spending region codes on the Spending Region Install Option page, the appropriate ChartField Value page, and the Spending Region Definition page.

   See Defining Federal Spending Regions.

7. On the Regional Finance Centers page, define your Regional Finance Centers.

   See Defining Regional Financial Codes.

8. On the Bank Information page, assign each Agency Location Code to a bank.

   See PeopleSoft Banks Setup and Processing: Defining Bank Information.

9. On the External Accounts page, specify Regional Finance Centers by bank account.

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See PeopleSoft Banks Setup and Processing: Defining External Account Information.

10. On the External Accounts - Payment Methods page, specify the payment methods for federal payment generation, by bank account, and select the Payment Schedule option.

    See PeopleSoft Banks Setup and Processing: External Accounts - Payment Methods Page.

11. On the Payment Schedule Restrictions page, restrict the number of payments and appropriations per schedule for each payment method and EFT layout combination that uses payment schedules.

    See Specifying Restrictions for Federal Payment Schedules.

12. TAS is assigned on the TAS/BETC pages in General Ledger. Use the Treasury Account Symbol Definition page to define the Treasury Account Symbol (TAS), which is identified by selecting its component key field values, Agency Identifier and Main Account. Associate its components and attributes, such as BETC, Fund Code, and TAS Formats (Navigation: General Ledger, Federal Reports, TAS/BETC, Define TAS, Treasury Account Symbol Definition).

    See PeopleSoft General Ledger: Defining Component TAS and BETC Elements in Compliance with Federal Reporting Requirements

    See Application Fundamentals: Defining and Using Account Types and Attributes.

13. Specify an **Approval** option of *Certifier* on the Payment Selection Criteria - Preferences page for the pay cycles you use for federal payment schedules, and designate a certifier.

    (Optional) Enable workflow for payment schedule certification on the Payment Selection Criteria - Preferences page for the pay cycles you use for federal payment schedules. This enables PeopleSoft Workflow to update the worklist of the user who is defined as the certifier for the pay cycle, notifying the certifier that a federal payment schedule is ready for certification.

    See Payment Selection Criteria - Preferences Page.

Applying Prompt Payment Protocols

Pages Used to Apply Prompt Payment Protocols

Page Name	Definition Name	Usage
Date Calculation Page	VCHR_DT_CALC_SBP	(USF) Define the date calculation basis for U.S. Federal prompt payment due date requirements and enable enforcement of valid reimbursable periods for project-related vouchers.

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Page Name	Definition Name	Usage
Pay Cycle Manager Page	PYCYCL_MGR	Run and manage the Pay Cycle process, from Payment Selection through output processing (printing checks and advices, producing EFT files, and so forth). Transfer to pay cycle exceptions pages and pay cycle detail and summary data pages, where you can handle exceptions and hold, exempt, or separate payments. View Pay Cycle processing status and results.
Voucher Inquiry Page	AP_VOUCHER_INQUIRY	Search for and review status of a voucher and any payment information.

Understanding Prompt Payment Protocols

If you are using federal payment schedules, you have two options to help you meet Prompt Payment Act obligations:

- Prompt payment due date calculation, also known as Date Calculation Basis.
- Late interest charge calculation.

Prompt Payment Due Date Calculation

Prompt payment due date calculation helps you determine the best dates to pay vouchers. The system weighs early payment discounts against interest you could earn by leaving the money in the bank until the due date. If you represent a U.S. Federal agency, payment scheduling by prompt due date helps you fulfill the Prompt Payment Act obligation to pay bills promptly and at the time of greatest savings.

When you elect to apply prompt payment due date calculation, you can establish rules for determining a voucher's federal payment basis date based on the invoice date, goods receipt date, services receipt date, and acceptance date. You specify these rules for a voucher on the Date Calculation page (an auxiliary page accessed from the Invoice Information page). The system uses these rules to derive the basis date and, in turn, uses the basis date, payment terms, and holiday processing options to determine the payment due date.

You can view the discounts taken and discounts lost for scheduled voucher payments that were subject to prompt payment date calculation on the Prompt Payment Inquiry page and on the Prompt Pay Report (APS2001).

Late Interest Charge Calculation

PeopleSoft Payables can also calculate interest charges for late payments to suppliers automatically. PeopleSoft Payables follows Prompt Payment Act protocols:

- Late interest is assessed on a payment made after the voucher due date.
- Late interest is calculated using the U.S. Treasury interest rate for the period.
- Late interest is not assessed on a payment to a government entity or employee.
- Late interest of less than 1.00 USD is not paid.

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You maintain the U.S. Treasury interest rate on the Late Interest Charges page. This page is effective-dated so that you can enter a new interest rate whenever the rate changes. As delivered, the system follows current U.S. Treasury guidelines:

- Payments made 1 to 30 days late are subject to simple interest late charges.
- Payments made 31 to 360 days late are subject to compound interest charges.
- Payments outstanding for more than one year are subject to a maximum of 360 days calculated interest.

The Pay Cycle process calculates late interest based on the Late Charge Code for vouchers subject to late interest charges that have passed the payment due date. The Pay Cycle process also determines whether the calculated interest falls within the threshold for payment. The system tracks interest that is below the minimum interest threshold amount, but does not pay it. The Pay Cycle process generates interest lines using either the original distribution or a specified set of distributions, depending on the setup.

You can view the late interest charges applied to scheduled voucher payments on the Prompt Payment Inquiry page.

You can also calculate late interest for individual vouchers using various potential payment dates in the Late Interest Analysis section of the Voucher Inquiry page.

Related Topics

- Understanding Pay Cycle Alerts
  This section discusses:

Prerequisites

To set up prompt payment due date calculation:

1. Access the Installation Options - Payables page and select **Enable Date Calc Basis** and **Evaluate Discount Rate.**
2. (Optional) To specify date calculation basis defaults for a supplier, access the Supplier Information - Federal page and enter your defaults in the Date Calculation Basis group box.
3. (Optional) To specify date calculation basis defaults for a SetID, access the Payables Options - Payment Options page and enter your defaults in the Date Calculation Basis group box.
4. (Optional) To specify date calculation basis defaults for a voucher origin, access the Voucher Origin - Accounting and Pay Options page and enter your defaults in the Basis Date group box.

The date calculation basis rules you set up at these levels in the hierarchy default through the hierarchy to the voucher, where you can override them on the Date Calculation page.

To set up late interest charge calculation:

1. Access the Installation Options - Payables page and select **Enable Late Charge.**
2. Access the Accounting Entry Template page and enter default ChartField values for late interest charges.
3. Access the Late Interest Charges page to define interest rates.
4. (Optional) Access the Late Chrg Chartfield Override page to override the ChartFields that the late charge accounting entries will be generated against.

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If you don't override the late charge ChartFields, the accounting entries will be generated based on the late charge ChartFields defined on the Accounting Entry Template and inheritance. If you do override it, ChartFields will be determined by override as well. For example, if your budget has expired, you could override the late charge ChartFields and replace them with those for an active budget.

5. Access the Payment Reason Codes page to define reason codes for late payments.
6. Access the Procurement Control - General Controls page to specify your Late Payment Allocation Policy.
7. To specify late charge defaults for a supplier, access the Supplier Information - Payables Options page and enter your defaults in the Late Charges group box.
8. To specify late charge defaults for a business unit, access the Payables Definition - Payments page and enter your defaults in the Late Interest Charges group box.
9. To specify late charge defaults for a voucher origin, access the Voucher Origin - Accounting and Pay Options page and enter your defaults in the Late Charges group box.
10. To specify late charge information for a voucher, access the Late Charge Information page from the Voucher - Payments page in the Voucher component and enter your late charge specifications.

Related Topics

- Application Fundamentals: Installation Options - Payables Page
- Payables Options - Payment Options Page
  Use the Payables Options - Payment Options page (BU_AP_OPT_PYMNT) to specify the default payment terms, payment method, and bank account for the SetID.
- Voucher Origin - Accounting and Pay Options Page
  Use the Voucher Origin - Accounting and Pay Options page (ORIGIN_VCHR1) to specify accounting and payment options for the voucher origin.
- Application Fundamentals: Accounting Entry Template Page
- Procurement Control - General Controls Page
  Use the Procurement Control - General Controls page (BUS_UNIT_INTFC1) to specify how accounting entries are processed.
- Payables Definition - Payments Page
  Use the Payables Definition - Payments page (BUS_UNIT_TBL_AP5) to specify payment options for the business unit.
- Late Charge Information Page
  Use the Late Charge Information page (LATE_CHRG_SBP) to override late interest charge information.
- Voucher Inquiry Page
  Use the Voucher Inquiry page (AP_VOUCHER_INQUIRY) to search for and review status of a voucher and any payment information.
- Inquiring and Reporting on Federal Payment Schedules
  This section provides an overview of federal payment schedule inquiries and reports.

Date Calculation Page

Use the Date Calculation page (VCHR_DT_CALC_SBP) to (USF) Define the date calculation basis for U.S. Federal prompt payment due date requirements and enable enforcement of valid reimbursable periods for project-related vouchers.

Navigation:

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Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **Regular Entry**, and then **Invoice Information**

Click the Basis Date Calculation link on the Invoice Information page.

1. Accept or override the default date calculation basis.

   This value determines the date calculation rules that apply to a transaction under the U.S. Prompt Pay Act. Select one of the following:

   - *(none)*
   - *Agricultural Commodities*
   - *Dairy*
   - *Meat*
   - *Poultry*
   - *Prompt Pay Basis 7 days*
   - *Prompt Pay Basis 14 days*

2. Enter the dates that the system will use to calculate the payment basis date.

   You can enter an invoice date, goods receipt date, services receipt date, and acceptance date. The system uses these dates to calculate the federal payment basis date, depending on the date calculation basis.

3. Click **Calculate** to populate the **Fed Pymnt Basis Date** (federal payment basis date), which the system uses as the basis date for calculating the payment due date for the scheduled payment (based on the payment terms).

Related Topics

- Enforcing Valid Reimbursable Periods for Project-Related Vouchers
  This section discusses how to enforce valid reimbursable periods.

Calculating Late Interest Charges

Use the Pay Cycle Manager page (PYCYCL_MGR) to run and manage the Pay Cycle process, from Payment Selection through output processing (printing checks and advices, producing EFT files, and so forth).

Transfer to pay cycle exceptions pages and pay cycle detail and summary data pages, where you can handle exceptions and hold, exempt, or separate payments. View Pay Cycle processing status and results.

Navigation:

Accounts Payable, and then **Payments**, and then **Pay Cycle Processing**, and then **Pay Cycle Manager**

- Run the Pay Cycle process; the late charge will automatically be added to the payment according to your setup.

> **Note**
>
> Late charges are calculated on the voucher gross amount (in the invoice currency) and, once calculated, converted from the invoice currency to the payment currency, if necessary.

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- Use the **Late Interest Analysis** collapsible section on the Voucher Inquiry page to calculate potential late fees.

  Enter the Payment Date on which you anticipate making your payments, click the **Calculate** button, and the system displays late interest details for all vouchers that would be overdue if you paid them at that time.

To view discounts taken, discounts lost, and late charges on scheduled payments, use the Prompt Payment Inquiry page.

Enforcing Valid Reimbursable Periods for Project-Related Vouchers

This section discusses how to enforce valid reimbursable periods.

> **Note**
>
> You must select the **Enable Date Calc Basis** option on the Installation Options - Payables page to access this functionality.

Page Used to Enforce Valid Reimbursable Periods for Project-Related Vouchers

Page Name	Definition Name	Usage
Date Calculation Page	VCHR_DT_CALC_SBP	(USF) Define the date calculation basis for U.S. Federal prompt payment due date requirements and enable enforcement of valid reimbursable periods for project-related vouchers.

Related Topics

- Applying Prompt Payment Protocols

Date Calculation Page

Use the Date Calculation page (VCHR_DT_CALC_SBP) to (USF) Define the date calculation basis for U.S. Federal prompt payment due date requirements and enable enforcement of valid reimbursable periods for project-related vouchers.

Navigation:

Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **Regular Entry**, and then **Invoice Information**

Click the Basis Date Calculation link on the Invoice Information page.

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Field or Control	Description
Project Service Dates	Select **Edit Project Services Dates** to enforce valid reimbursable periods for a project-related voucher (a voucher that includes Project as a ChartField in its distribution lines). Enter the valid reimbursable period in the **Performance Start Date** and **Performance End Date** fields. If this date range falls outside of the range of the project start and end dates for any voucher distribution line, the voucher fails and generates an error message.

Certifying Federal Payment Schedules

This section provides an overview of federal payment schedule certification and discusses how to certify payment schedules.

Page Used to Certify Federal Payment Schedules

Page Name	Definition Name	Usage
Pay Cycle Certification Page	GFAP_CERT_PYCYCL	Determine which vouchers are included in a payment schedule and certify the schedule.

Understanding Federal Payment Schedule Certification

The U.S. Federal government requires some agencies to certify payment schedules, attaching the name of the individual who certifies a payment schedule (thereby authorizing payment) to that document. Payment schedule certification takes place after payment selection in the Pay Cycle process and can only be executed by a designated certifier. The certifier has the ability to include or exclude vouchers from the pay cycle and then approve the overall run of payments. Once the pay cycle is certified, the payment creation section of the Pay Cycle process proceeds and creates the certified payment schedules. The certifier's name is permanently attached to each payment schedule, along with the date of certification.

> **Note**
>
> You must designate a payment schedule certifier for the pay cycle on the Pay Cycle Selection - Preferences page. You can also optionally choose to have workflow notify the certifier by worklist that payment schedules are ready for certification.

> **Note**
>
> The certifier cannot certify payments for vouchers that he or she created. Therefore, the Pay Cycle process will not select vouchers created by the certifier. These vouchers must be processed in another pay cycle with a different certifier.

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Related Topics

- Payment Selection Criteria - Preferences Page
  Use the Payment Selection Criteria - Preferences page (PYCYCL_DEFN_OPT) to set pay cycle general options.

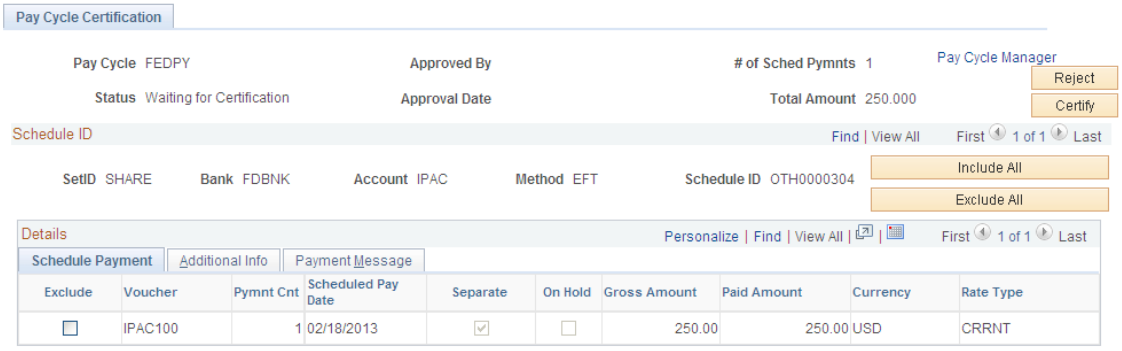
Pay Cycle Certification Page

Use the Pay Cycle Certification page (GFAP_CERT_PYCYCL) to determine which vouchers are included in a payment schedule and certify the schedule.

Navigation:

- **Accounts Payable**, and then **Payments**, and then **Pay Cycle Approvals**, and then **Certification**
- Click the Payment Certification link on the Pay Cycle Manager page.
- Click the appropriate link on the Worklist page if you have enabled workflow for payment certification and you are the certifier.

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



> **Note**
>
> Multiple views of this page are available by clicking the tabs in the scroll area. Fields that are common to all views are documented first.

Common Page Information

Field or Control	Description
# of Sched Pymnts (number of scheduled payments)	Displays the number of scheduled payments currently grouped in this payment schedule.
Pay Cycle Manager	Click to return to the Pay Cycle Manager page.

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Field or Control	Description
Reject	Click to reject all payment schedules in the pay cycle. When payment schedules are rejected and saved, the pay cycle cannot continue to process them. However, you can reset the pay cycle. If you reject and then reset the pay cycle, it is just like resetting a pay cycle.
Status	Displays the status of the pay cycle: *Certifying*, *Rejected,* or *Selected.*
Total Amount	Displays the total amount of the pay cycle.
Certify	Click to certify all of the payment schedules in the pay cycle. You can continue with Payment Creation after schedule payment is certified.
Schedule ID	Displays the schedule ID is composed of a three-character indicator of the schedule type—transportation (TRN), manual (MAN), and other (OTH)—followed by the numeric schedule range that is set up on the Installation Options - Payables page.
Method	Indicates the payment method.
Exclude All	Click to exclude all listed vouchers in a payment schedule.
Include All	Click to include all listed vouchers in a payment schedule.

Schedule Payment Tab

Field or Control	Description
Exclude	Select to exclude individual vouchers in the payment schedule from processing; the system removes selected scheduled payments from the current pay cycle so that these schedule payments can be selected in the next pay cycle.
Voucher	Displays the voucher ID number for the scheduled payment.
Pymnt Cnt (payment count)	Displays the sequence number of the scheduled payment. The system generates this number when you add a new scheduled payment on a voucher.
Scheduled Pay Date	Displays the scheduled due date of the scheduled payment.
Separate	Indicates the option you selected in the Separate Payment field on the Payments page in the Voucher component. If you selected this check box, this payment is not grouped with other payments for the remit to supplier.

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Field or Control	Description
On Hold	Indicates the option you selected in the Hold Payment field on the Payments page in the Voucher component. If you selected this check box for the payment, the system stores the scheduled payment but does not pay it.
Gross Amount	Displays the payment amount for the scheduled payment if you do not take a discount.
Paid Amount	Displays the actual payment amount, **Currency,** and **Rate Type** of the scheduled payment; this can be either the gross or discount amount.

Additional Info Tab

Field or Control	Description
Supplier	Displays the name of the supplier that is associated with this payment.
Remit Vndr	Displays the supplier ID that is associated with this payment.
Advice Date	Displays the invoice date for this scheduled payment.
Invoice	Displays the invoice number for the scheduled payment.
Handling	Indicates the option you selected in the Handling field on the Payments page in the Voucher component.
Reason	Displays the reason code explaining why the payment is on hold.

Payment Message Tab

Field or Control	Description
Payment Message	Displays any message you entered on the Payment Message page in the Voucher component.

Creating SPS Payment Summary Files

This section provides an overview of SPS summary file creation and discusses how to create SPS summary information.

Pages Used to Create SPS Payment Summary Files

Page Name	Definition Name	Usage
SPS Summary Totals Page	GFAP_SPS_SUMMARY	Enter payment information for the summary file.

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Understanding SPS Summary File Creation

SPS supports both bulk and non-bulk electronic payments. If you send bulk payment Standard Payment Request (SPR/PAM) schedule data through SPS, you must enter SPS summary data into the database after you receive that data from the Department of Treasury. You then use that data to generate an SPS Summary Certification file to upload to SPS and certify the payment schedules.

> **Note**
>
> You do not need to submit an SPS Summary Certification file for payments made with the EFT file layouts SPSCHK, SPSVNDR, or SPSTRVL. These file layouts include both payment data and certification data.

The process for submitting SPS bulk payment schedule files and SPS Summary Certification files include the following steps:

1. Submit the bulk SPS payment to the Department of Treasury via magnetic tape or file transfer.
2. The Department of Treasury loads the payment data into their system and provides summary data back to a certifying officer at your agency.
3. Your certifying officer enters this summary data into the PeopleSoft system using the SPS Summary Totals page.
4. You run the APS8004 SQR process to generate the SPS Summary Certification file from the data you entered from the SPS Summary Totals page.
5. Your certifying officer uploads the SPS Summary Certification file to the SPS system to certify the payment schedules.

SPS Summary APS8004.SQR process for GWA Reporters supports the SPS file format for the componentized TAS/BETC. The SPS formats provide specifications for populating TAS and BETC information and grouping of payments. TAS and BETC values are populated in the VCHR_FUND_PCT table from the Voucher component based on the establishment of GL TAS and BETC set up and these values can be used to populate *07* records for GWA Reporters in SPS Summary file. In the SPS Summary file, *is credit* flag is set to 1 for credit and 0 for debit.

SPS Summary Totals Page

Use the SPS Summary Totals page (GFAP_SPS_SUMMARY) to enter payment information for the summary file.

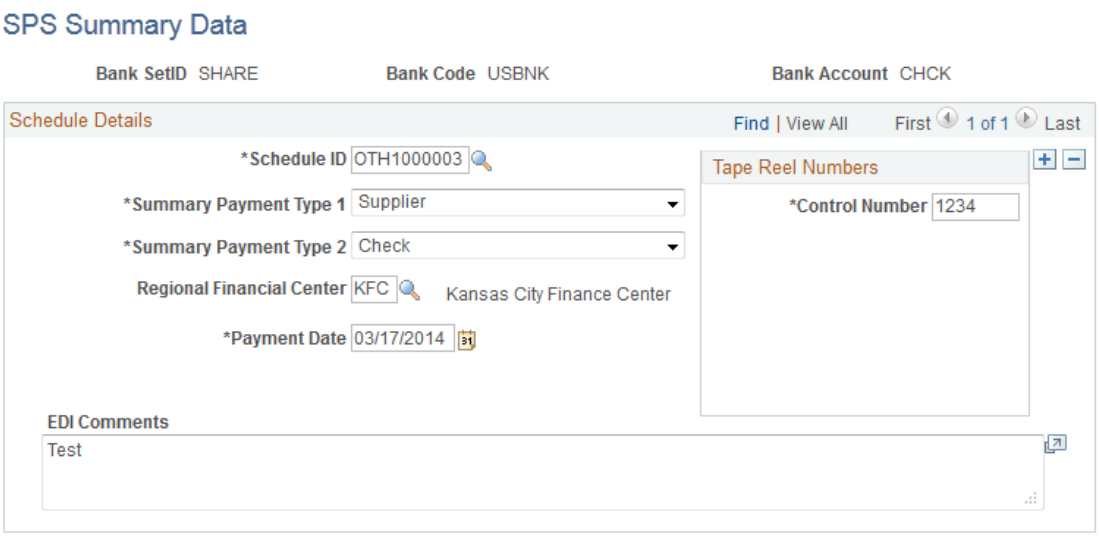
Navigation:

Accounts Payable, and then **Payments**, and then **Pay Cycle Processing**, and then **SPS Summary Data**, and then **SPS Summary Totals**

Accounts Payable, and then **Payments**, and then **Pay Cycle Processing**, and then **Generate SPS Summary File**, and then **SPS Summary Totals**

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

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After you receive data from the Department of Treasury, use the SPS Summary Totals page to enter the payment information that you will use to create the SF1166 Summary Certification file for each payment schedule. Only exceptions are discussed in this section.

Schedule Details

Field or Control	Description
Schedule ID	Select the schedule ID from the list that contains all SF1166 and PAM file layout codes. **Note:** The field values for Summary Payment Type 1, Summary Payment Type 2, Regional Financial Center, and Payment Date are all displayed based on the schedule ID selected.
Regional Financial Center	Enter a regional financial center. The default is Kansas City Finance Center (KFC).

Tape Reel Numbers

Field or Control	Description
Control Number	Enter the control number provided by the U.S. Treasury.

Related Topics

- Understanding Federal Payment Processing
  This section discusses:

Reclassifying Federal Cash Transactions for Partial 224 Reporting

This section provides an overview of cash reclassification reporting and discusses how to manage cash reclassification transactions.

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Page Used to Reclassify Federal Cash Transactions

Page Name	Definition Name	Usage
CTA Cash Reclassification Page	AP_PARTIAL224_PG	Review the payment reclassification and cash distribution detail information. You can delete or add entries to ensure that CTA Report is accurate.

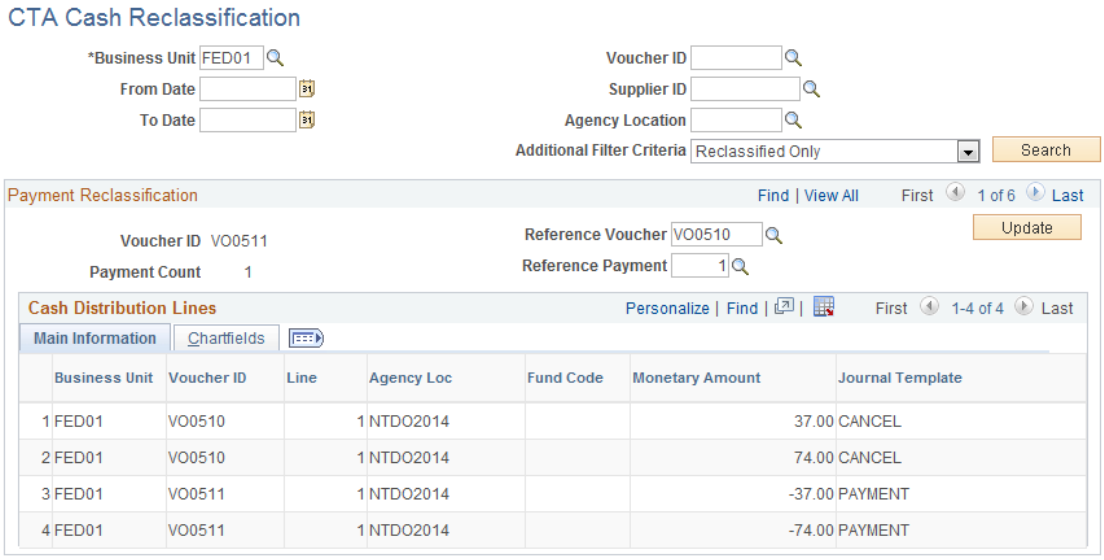
CTA Cash Reclassification Page

Use the CTA Cash Reclassification page (AP_PARTIAL224_PG) to review the payment reclassification and cash distribution detail information.

Navigation:

Accounts Payable, and then **Review Accounts Payable Info**, and then **Vouchers**, and then **CTA Cash Reclassification**

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



This example illustrates the fields and controls on the CTA Cash Reclassification page — Cash Distribution Lines tab. You can find the definitions for the fields and controls later on this page.



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Search Criteria

Field or Control	Description
Business Unit	Enter the PeopleSoft Payables business unit of the voucher. This is a required field.
From Date and **To Date**	Enter a single date or a range of dates. If you select *Reclassified Only* from the Additional Filter Criteria, the system compares against the accounting date of the payment and if you select *To Be Reclassified Only*, the system compares against the accounting date of the voucher.
Voucher ID	Enter a voucher ID. If you enter a supplier ID, only vouchers for that supplier are available for selection. You can select only vouchers with a voucher reference associated with it.
Agency Location Code	Enter the numeric symbol of the U.S. Federal agency.
Additional Filter Criteria	Select *Reclassified Only* or *To Be Reclassified Only.* *Reclassified Only:* The system retrieves vouchers that have reference vouchers associated with them. *To Be Reclassified Only:* The system retrieves vouchers that have no reference vouchers associated with them.

Payment Reclassification

Field or Control	Description
Voucher ID	Displays the voucher ID of the cash reclassification transaction.
Payment Count	Displays the payment schedule count of the voucher selected.

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Field or Control	Description
Reference Voucher	Displays the reference voucher ID, if applicable. You can enter a reference voucher ID to retrieve cash accounting lines for the source voucher and the reference voucher. You can only enter a voucher with a canceled payment and the voucher is in a closed status. If you select *Reclassified Only* as the **Additional Filter Criteria** you can clear the reference voucher and reference payment. When you click the **Update** button, and the system removes the link between the source voucher and the reference voucher. When you save, the records from the reference voucher and cash reclassification tables (AP_VCH_ACCTG_LN and PYMNT_VCHR_REF) are deleted. If you select *To Be Reclassified Only* as the **Additional Filter Criteria** you can enter a reference voucher and a reference payment. When you click the **Update** button, and the system the system displays cash distribution lines for the source voucher and the reference voucher.
Reference Payment	Displays the payment schedule count, if applicable. You can enter a payment schedule count to retrieve cash accounting lines for the source voucher and the reference voucher.
Update	Click to update the cash distribution lines.

Cash Distribution Lines

The system displays the cash distribution lines for both the source voucher and the referenced voucher.

Field or Control	Description
Fund Code	Displays the Treasury Symbol, or Fund ChartField, of the cash transaction.
Monetary Amount	Displays the amount of the cash transaction. The cash amounts for the distribution lines should net to zero.

ChartFields

Field or Control	Description
TAS (Treasury Account Symbol)	Displays the TAS for the distribution line.
BETC (Business Event Type Code)	Displays the BETC for the distribution line.

Managing Cash Reclassification Transactions

To process a cash reclassification transaction from one Treasury Symbol (Fund Code) to another in PeopleSoft Payables:

1. Cancel the payment for the original voucher on the Cancel Payment page.

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Select to close the liability on the Cancel Payment page if you do not need to restore the encumbrance and reopen the purchase order.

2. (Optional) Close the original voucher on the Close Voucher page and select to restore the encumbrance and reopen the purchase order, if applicable.
3. Run the Payment Posting process and then run the Voucher Posting process.
4. Enter a new voucher (source voucher).
5. Enter the new voucher as a manual payment on the Voucher - Payments page, as the supplier already received the payment. Reference the original voucher (reference voucher) in the Reference Voucher field and the schedule payment number in the Reference Payment field on the Voucher - Payments page.

> **Note**
>
> Make sure to select the appropriate TAS and BETC when selecting the new fund.

6. Upon saving the voucher, the system populates the reference voucher table (PYMNT_VCHR_REF) with business unit, voucher ID, payment count, reference voucher, and reference payment count data.
7. Run the Voucher Posting process and then run the Payment Posting process.

   The Payment Posting process populates the cash reclassification table (AP_VCH_ACCTG_LN) with the cash entries associated with the canceled payment from the referenced voucher and the source voucher. The system populates the record only if there is at least one cash distribution line with a difference between treasury symbols on the referenced voucher and the source voucher. The cash entries (all cash distribution lines) should net to zero on the two vouchers.
8. Search for the cash reclassification voucher on the CTA Cash Reclassification page.
9. Click Search.
10. Click Update.
11. Click Save.

Related Topics

- PeopleSoft General Ledger: Defining, Generating, Creating, and Printing CTA, SF1219, and SF1220 Reports
- Voucher - Payments Page
  Use the Voucher - Payments page (VCHR_PAYMENT_PNL) to view the payment schedule for a voucher and override payment settings.

Canceling Federal Payment Schedules

This section provides an overview of federal payment schedule cancellation and discusses how to cancel payment schedules.

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Pages Used to Cancel Federal Payment Schedules

Page Name	Definition Name	Usage
Payment Schedule Cancellation Page	GFPYM_SCH_CANC	Cancel federal payment schedules.
Payment Schedule Cancellation - Payment Detail Page	GFPYM_SCH_CANC_DTL	View payment details for a canceled payment schedule. See Payment Schedule Cancellation Page

Understanding Payment Schedule Cancellation

Payment schedule cancellation functions similar to regular payment cancellation—except that you can cancel even those payment schedules that have been reconciled.

> **Note**
>
> If the payment schedule to be canceled has been reconciled, the Payment Posting process reverses the payment accounting entries but not the cash clearing entries.

> **Note**
>
> You can also cancel a specific payment within a payment schedule using the Payment Cancellation page without canceling or altering the payment schedule.

Related Topics

- Canceling Individual Payments
  This section provides an overview of payment cancellation with associated liabilities and discusses how to cancel a payment.

Payment Schedule Cancellation Page

Use the Payment Schedule Cancellation page (GFPYM_SCH_CANC) to cancel federal payment schedules.

Navigation:

Accounts Payable, and then **Payments**, and then **Cancel/Void Payments**, and then **Payment Schedule Cancellation**, and then **Payment Schedule Cancellation**

Field or Control	Description
Cancel Action	Displays the most recent cancellation action. See the description of the Cancel Action group box below for possible values.

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Field or Control	Description
Schedule Cancel Date	Displays the date the schedule was canceled. This appears only after a cancellation action has been entered and saved on this page.
Date Cancelled	Specify the date you want to cancel the payment.

Payment Status

Field or Control	Description
Void	Select to cancel a payment schedule for payments that you have not sent out. The system automatically reconciles a voided payment.
Stop	Select to cancel a payment schedule for payments that you have sent out and are asking the bank to stop payment.
Undo Cancel	Select to undo any cancellation that has not been posted. **Note:** You cannot undo a cancellation after running Payment Posting on the canceled payment.

Cancel Action

Field or Control	Description
Re-Open Voucher(s)/Re-Issue	Enables you to reselect the payment schedule and reissue it the next time that you execute a pay cycle, assuming that the vouchers meet the selection criteria for that pay cycle.
Re-Open Voucher(s)/Put on Hold	Enables you to reopen the payment schedule, but places the reopened payment schedule on hold for your review. You typically select this option if you need to perform additional investigation or revise voucher information before proceeding with payment. The Pay Cycle process does not select the scheduled payments until the hold is removed on the Payments page of the Voucher component.
Do Not Reissue/Close Liability	Use this option to cancel the payment schedule and close any liabilities associated with it. The amount of the liability to close is calculated as the amount of unpaid liability remaining. The system takes into account whether the business unit is accounting at gross or net. The Payment Posting process marks the voucher for closure, and the amount of the outstanding liability is reversed the next time the Voucher Posting process runs. **Note:** Use the Do Not Reissue/Close Liability option only if you do not intend to reissue the voucher.

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Field or Control	Description
Document Sequencing	Click to access the Document Sequence page, where you can change the payment Document Type.

To access the Payment Schedule Cancellation - Payment Detail page, use the navigation: **Accounts Payable**, and then **Payments**, and then **Cancel/Void Payments**, and then **Payment Schedule Cancellation**, and then **Payment Detail** .

> **Note**
>
> If you choose to reopen vouchers and reissue, remember that you must run the Payment Posting process to record the reversal before those vouchers are available for a new payment selection. You can undo your cancel, as long as the canceled payment schedule is not posted.

Inquiring and Reporting on Federal Payment Schedules

This section provides an overview of federal payment schedule inquiries and reports.

Pages Used to Inquire and Report on Federal Payment Schedules

Page Name	Definition Name	Usage
Payment Inquiry Page	PYMNT_INQ_SRCH	Search payments using specific search criteria to view detailed payment information or to display a chart of payments by date.
Federal Payment Schedule Inquiry Page	PYMNT_SCHED_INQ	Search for federal payment schedules using various search criteria and view processing and transmittal details for federal payment schedules, including bank information, pay cycle information, sent date, payment date, and disbursement dates.
Prompt Payment Inquiry Page	AP_PRMPT_PYMNT_INQ	View discounts taken, discounts lost, and late interest charges for scheduled payments subject to U.S. Federal prompt payment date calculation or late interest charge calculation. See Federal Payment Schedule Inquiry Page

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Understanding Federal Payment Schedule Inquiries and Reports

PeopleSoft Payables provides the ability to search for payments by payment schedule ID on the Payment Inquiry page and also provides:

- The Federal Payment Schedule Inquiry page for viewing payment schedule processing and transmittal data, such as the date transmitted to the Treasury Department, disbursement date, and cancellation date and status.
- The Prompt Payment inquiry page for viewing discounts taken, discounts lost, and late interest charges for scheduled payments subject to U.S. Federal prompt payment date calculation or late interest charge calculation.
- The Federal Payment Schedule Report (APY9024), listing payment schedules paid as of a specific date.
- The Schedule and Appropriation Symbol report (APC8053), listing voucher distribution lines by payment schedule and treasury account symbol.

Payment Inquiry Page

Use the Payment Inquiry page (PYMNT_INQ_SRCH) to search payments using specific search criteria to view detailed payment information or to display a chart of payments by date.

Navigation:

Accounts Payable, and then **Review Accounts Payable Info**, and then **Payments**, and then **Payment**, and then **Payment Inquiry**

See Payment Inquiry Page.

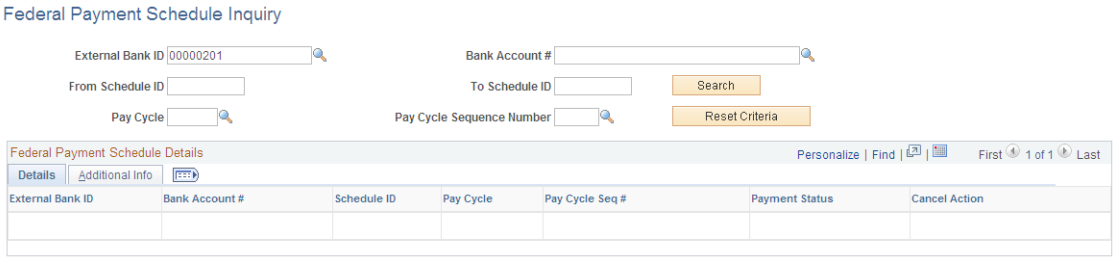
Federal Payment Schedule Inquiry Page

Use the Federal Payment Schedule Inquiry page (PYMNT_SCHED_INQ) to search for federal payment schedules using various search criteria and view processing and transmittal details for federal payment schedules, including bank information, pay cycle information, sent date, payment date, and disbursement dates.

Navigation:

Accounts Payable, and then **Review Accounts Payable Info**, and then **Payments**, and then **Federal Payment Schedule**

This example illustrates the fields and controls on the Federal Payment Schedule Inquiry page. You can find definitions for the fields and controls later on this page.



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Enter the search criteria in the header. You must enter at least a Schedule ID or an **External Bank ID.** Click **Search** to display details for each payment that meets the criteria in the **Federal Payment Schedule Details** grid.

Details Tab

Field or Control	Description
IBAN	PeopleSoft Payables cancellation processing logic for scenarios involving purchase orders and Commitment Control integration.
Payment Status	Displays the payment status as *Void, Stop,* or *Undo Cancel.*
Cancel Action	Displays the most recent cancellation action. Values include: • *Re-Open Voucher(s)/Re-Issue* • *Re-Open Voucher(s)/Put on Hold* • *Do Not Reissue/Close Liability* • *No Cancel* **Note:** If you have used the Cancel Payment page to cancel a payment within a payment schedule, the cancellation action will not be reflected on this inquiry page. The **Cancel Action** field only applies to the cancellation status of payment schedules.

See Payment Schedule Cancellation Page.

Additional Info Tab

Field or Control	Description
Sent Date	Displays the date the payment schedule flat file was transmitted to the Treasury Disbursement Office. This field is updated when you perform the Schedule Reconciliation process.
Payment Date	Displays the date the payment schedule was paid in the Pay Cycle process.
Date Cancelled	Displays the date the payment schedule was cancelled. This field is updated when you cancel a payment using the Payment Schedule Cancellation page.
Disbursed Date	Displays the date the Treasury Disbursement Office issued the payment. This field is updated when you perform the Schedule Reconciliation process.

To access the Prompt Payment Inquiry page, use the navigation: **Accounts Payable**, and then **Review Accounts Payable Info**, and then **Payments**, and then **Prompt Payments**

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Importing Federal Payment Confirmation Data and Reconciling Scheduled Payments

This section provides an overview of importing Federal Payment Confirmation Data and Reconciling Scheduled Payments.

PeopleSoft provides the ability to import the Federal Payment Confirmation data and to reconcile federal schedule ID payments by using a text file generated by the Department of Treasury, which contains the necessary data to reconcile schedule IDs sent by agencies.

Users request and download the reconciliation import data through the Central Accounting Reporting System (CARS), which is used by PeopleSoft to perform the reconciliation. The schedule ID reconciliation is processed from Cash Management, using the navigation Banking, Reconcile Statements.

For information on Understanding Federal Schedule ID Reconciliations and Prerequisites, see Managing Federal Schedule ID Reconciliations

> **Note**
>
> All U.S. Federal setup must be established in order to produce Federal Payments. See Understanding Federal Payment Processing
>
> Payments must be grouped by Schedule ID in order to be reconciled.
>
> Pay Cycle Selection groups and creates the schedule IDs and associated payments.

Pages Used to Import Federal Payment Confirmation Data and Reconciling Scheduled Payments

Page Name	Definition Name	Usage
Auto Schedule ID Recon Page	RUN_AP_SCHED_ID	Upload a text file and automate the Schedule ID Reconciliation process.
Auto Schedule ID Inquiry Page	AP_SCHED_ID_HDR	List and view the reconciliation status of payment schedules.
Schedule ID Details Page	AP_SCHED_ID_SEC	View the details of a reconciled Schedule ID.

Auto Schedule ID Recon Page

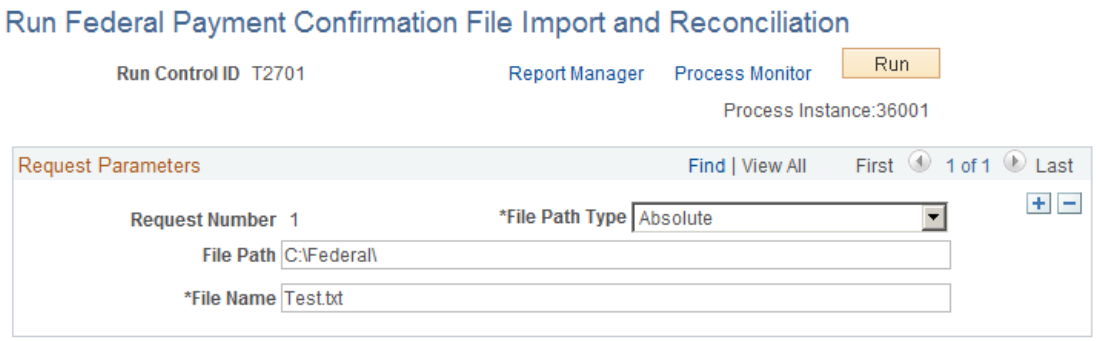
Use the Auto Schedule ID Recon page (RUN_AP_SCHED_ID) to reconcile a series of federal schedule ID payments by running the automated Schedule ID Reconciliation process.

Navigation:

Banking, and then **Reconcile Statements**, and then **Auto Schedule ID Recon**

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This example illustrates the fields and controls on the Auto Schedule ID Recon page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
File Path	Enter the path to the location of the text file containing the reconciliation data, which is used to run the Auto Schedule ID Reconciliation process.
File Name	Enter the name of the text file, which contains the reconciliation data. **Note:** This functionality only supports the file format of the type .txt.

Auto Schedule ID Inquiry Page

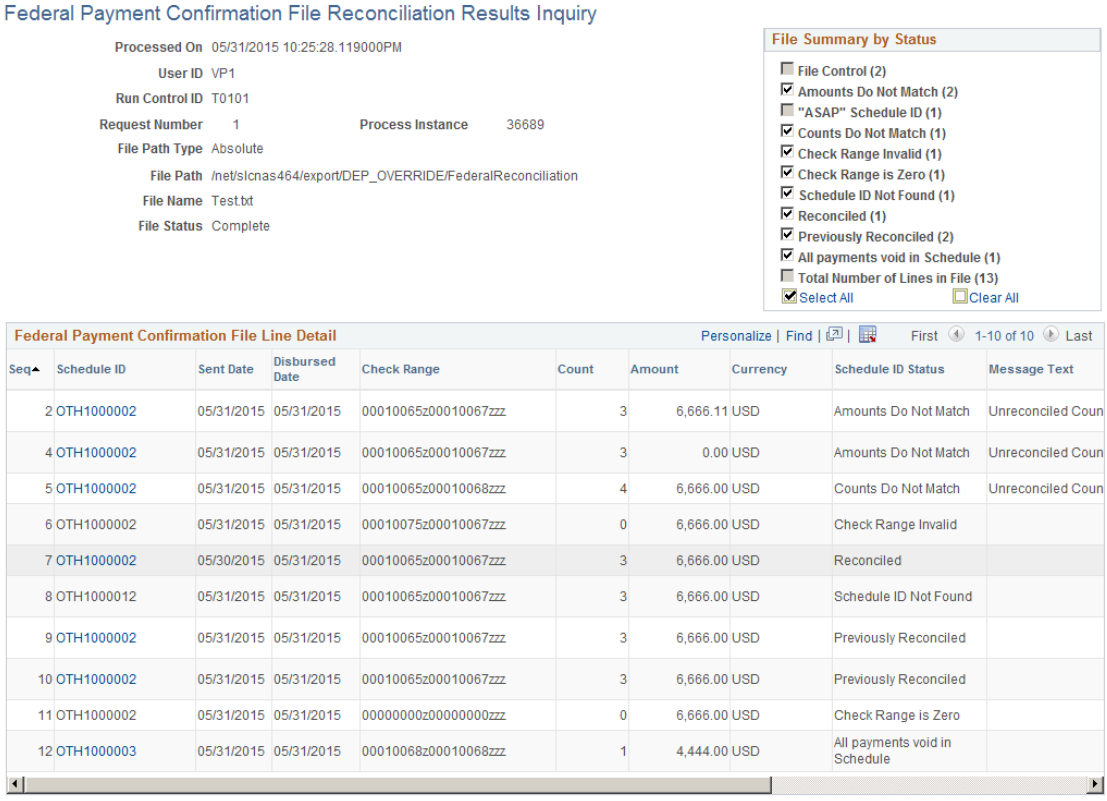
Use the Auto Schedule ID Inquiry page (AP_SCHED_ID_HDR) to list and view the reconciliation status of payment schedules.

Navigation:

Banking, and then **Reconcile Statements**, and then **Auto Schedule ID Inquiry**

This example illustrates the fields and controls on the Auto Schedule ID Inquiry page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Schedule ID	Click any of the schedule ID links to open the Schedule ID Details page and view the details of the reconciled Schedule ID.
Sent Date	Displays the date on which the payment was sent to the TDO.
Disbursed Date	Displays the date on which the TDO disbursed the schedule ID payments.
Check Range	Displays the individual payment(s) that are created by the TDO within a schedule.
Amount	Displays the total amount of all payments for the schedule.

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Field or Control	Description
Schedule ID Status	Displays the status of all the payment schedules resulting from the completion of the Schedule ID Reconciliation process. The various statuses are: • Amounts Do Not Match: The amount in the text file does not match the sum of the payments that are not reconciled for the Schedule ID. • Cancelled: The payment has been cancelled. The Schedule ID field in the file is not populated with the Schedule ID as assigned by the PeopleSoft system • Counts Do Not Match: The count mentioned in the text file does not match the count of the payments that are not reconciled for the Schedule ID. • Check Range Invalid: Either the first and/or second check number is not numeric or that the first check number is higher than the second check number • Check Range is Zero: The check range is “00000000 00000000”. • Invalid Dates: Disbursed date is later than sent date. • Schedule ID Not Found: Schedule ID from the file in not present in PeopleSoft system. • Reconciled: The reconciliation process is successful for the payment schedule. • Previously Reconciled: The Payment Schedule in the file has already been reconciled with the payments for the Schedule ID in the PeopleSoft system, which is processed either by the automated reconciliation process or by manual Schedule ID Reconciliation. • All Payments Void in Schedule: All the PeopleSoft payments for the Schedule ID have been cancelled with Payment Status = Void (cancelled after sending the Schedule ID to the U.S. Department Of Treasury). • Total Number of Lines in File: A count of all the lines in the file. **Note:** Not all lines contain the Schedule ID. For example, File Control lines and Cancelled payments.
Message Text	Displays the error encountered during reconciliation.

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> **Note**
>
> File Control lines are not displayed in the Federal Payment Confirmation Line Detail grid.
>
> "ASAP" Schedule ID lines are not displayed in the Federal Payment Confirmation Line Detail grid as they are not supported by the PeopleSoft system.

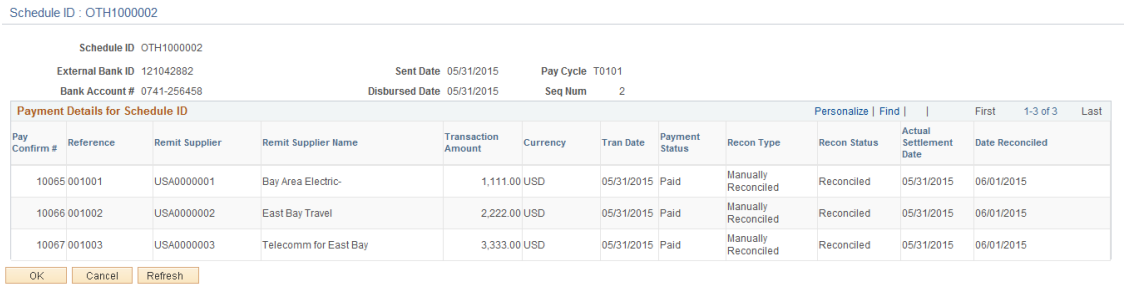
Schedule ID Details Page

Use the Schedule ID Details page (AP_SCHED_ID_SEC) to view the details of a reconciled Schedule ID.

Navigation:

Banking, and then **Reconcile Statements**, and then **Auto Schedule ID Inquiry**, click a Schedule ID link.

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



> **Note**
>
> You can also view the Schedule ID Reconciliation details on the View Log/Trace page by clicking the process details link in the Process Monitor.

Related Topics

- Understanding Federal Payment Processing
  This section discusses:
- Managing Federal Schedule ID Reconciliations
  This topic discusses how to reconcile vouchers by using Treasury payment information that is obtained from the Government Online Accounting Link System - Regional Finance Center Agency Link (GOALS - RFCAL) website and undo previously reconciled schedule ID payments, if desired.

Managing Federal Schedule ID Reconciliations

This topic discusses how to reconcile vouchers by using Treasury payment information that is obtained from the Government Online Accounting Link System - Regional Finance Center

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Agency Link (GOALS - RFCAL) website and undo previously reconciled schedule ID payments, if desired.

Pages Used to Manage Federal Schedule ID Reconciliations

Page Name	Definition Name	Usage
Schedule ID Reconciliation Page	BNK_RCN_MAN_TRE	Reconcile a series of federal schedule ID payments. Run the Account Register report (FSX4004). Use the report to view a list of reconciled or unreconciled Federal Schedule ID payments.
Reverse Schedule ID Recon Page	BNK_RCN_MAN_TRE	Reverse reconcile any schedule ID payments reconciled in error. Run the Account Register report (FSX4004). Use the report to view a list of reconciled or unreconciled Federal Schedule ID payments.

Understanding Federal Schedule ID Reconciliation

The U.S. Federal Government requires its agencies to group together vouchers with similar characteristics for payment. You assign each group of vouchers a common schedule ID as an identifier and then submit them to the U.S. Treasury for payment. After the Treasury Disbursement Office (TDO) sends notification that the vouchers are paid, the agencies log into the Government Online Accounting Link System - Regional Finance Center Agency Link (GOALS - RFCAL) for the disbursement information, which is used to reconcile the outstanding vouchers.

The federal payment schedules and federal schedule ID reconciliation functionality are an integration of Payables and Treasury applications. You use the Payables Federal Payment Schedules functionality to:

- Specify Payables installation and set up options.
- Create and submit Treasury applications' schedule vouchers to the TDO.

After the Payables information is set up, you use the Treasury applications' federal schedule ID reconciliation function to:

- Specify bank account set up information.
- Reconcile transactions by schedule ID after receiving notice that the U.S. Treasury has disbursed the payment.
- Undo reconciliation of payments that have been reconciled in error.

Related Topics

- Understanding Federal Payment Processing
  This section discusses:

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Prerequisites

Before you reconcile federal payments, you must perform the following tasks:

- Specify an agency location code to identify the correct TDO for a bank on the Bank Information page.
- Select the **Payment Schedule** option on the Payment Methods page to direct generation of prenotification files for a specified bank account.
- Select the **Prenote Required** option on the Prenotification page to generate a prenotification notice for the bank account.

Related Topics

- PeopleSoft Banks Setup and Processing: Bank Information Page
- PeopleSoft Banks Setup and Processing: External Accounts - Payment Methods Page

Common Elements for Managing Federal Schedule ID Reconciliations

Field or Control	Description
Schedule ID	A code that identifies vouchers that are grouped together with the similar characteristics such as agency location code, schedule type, and payment method. Vouchers that are grouped and assigned to a schedule ID are submitted to the TDO for payment.
Account Register Report	Click to run a report of reconciled or unreconciled federal schedule ID payments.

Schedule ID Reconciliation Page

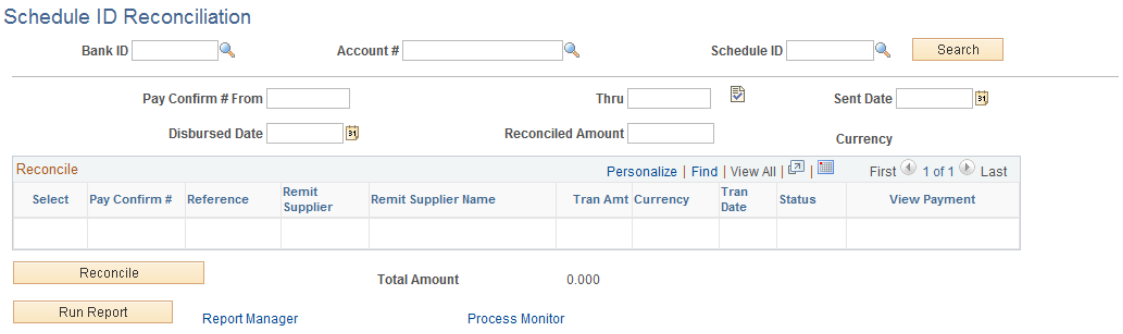
Use the Schedule ID Reconciliation page (BNK_RCN_MAN_TRE) to reconcile a series of federal schedule ID payments.

Run the Account Register report (FSX4004). Use the report to view a list of reconciled or unreconciled Federal Schedule ID payments.

Navigation:

Banking, and then **Reconcile Statements**, and then **Schedule ID Reconciliation**

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



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Field or Control	Description
Pay Confirm # From and **Thru**	Enter a range of payment confirmation numbers that are obtained from GOALS - RFCAL.
	Click the **Assign Confirmation Number** icon to assign a range of schedule ID treasury payment numbers to display unreconciled data.
Sent Date	Enter the date on which you sent the payment to the TDO.
Disbursed Date	Enter the date on which the TDO disbursed the schedule ID payments.
Reconciled Amount	Enter the sum of the payments' amounts that you have assigned in the **Pay Confirm # From** and **Thru** fields.
Reconcile	Click to reconcile the unreconciled data with the information you enter. This function also performs various audits and displays error messages as appropriate. If the reconciled amount differs from the sum of the payments' amounts (payments assigned a confirmation number), an error message displays. When you click reconcile, the system: • Updates the Payables Bank Schedule ID table (AP_BANK_SCHED) with three dates: the payment date, the disbursement date, and the date on which the schedule was sent from Payables to PeopleSoft banks. • Updates the appropriate Federal payments in Payables with a U.S. Treasury Payment confirmation number. • Updates the IPAC Document Reference Number on an IPAC payment with the U.S. Treasury Payment confirmation number, if a bank account is configured for IPAC and uses a payment method of *EFT*.
Account Register Report	Run the Account Register report.

Reverse Schedule ID Recon Page

Use the Reverse Schedule ID Recon (reverse schedule ID reconciliation) page (BNK_RCN_MAN_TRE) to reverse reconcile any schedule ID payments reconciled in error.

Run the Account Register report (FSX4004). Use the report to view a list of reconciled or unreconciled Federal Schedule ID payments.

Navigation:

Banking, and then **Reconcile Statements**, and then **Reverse Schedule ID Recon**

This page displays reconciled items that match your search criteria.

Select the items that were reconciled in error and click **Unreconcile** to reverse reconciliation. The item's status changes from *REC* (reconciled) to *UNR* (unreconciled). In addition, the system clears the **Disbursed Date** and **Sent Date** field values, and the Payment Confirmation Number and IPAC Document Reference Number.

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> **Note**
>
> You cannot reverse reconcile payments after running the Cash Clearing process (APCSHCLR).

Understanding IPAC Processing in PeopleSoft Payables

The Intra-governmental Payment and Collection (IPAC) system was designed by the U.S. Department of Treasury as an automated, standardized, interagency funds expenditure transfer mechanism for Federal Program Agencies (FPAs). It facilitates intra-governmental federal e-commerce by transferring funds, with related descriptive data, from one FPA to another on a real-time basis. IPAC supports three types of transactions:

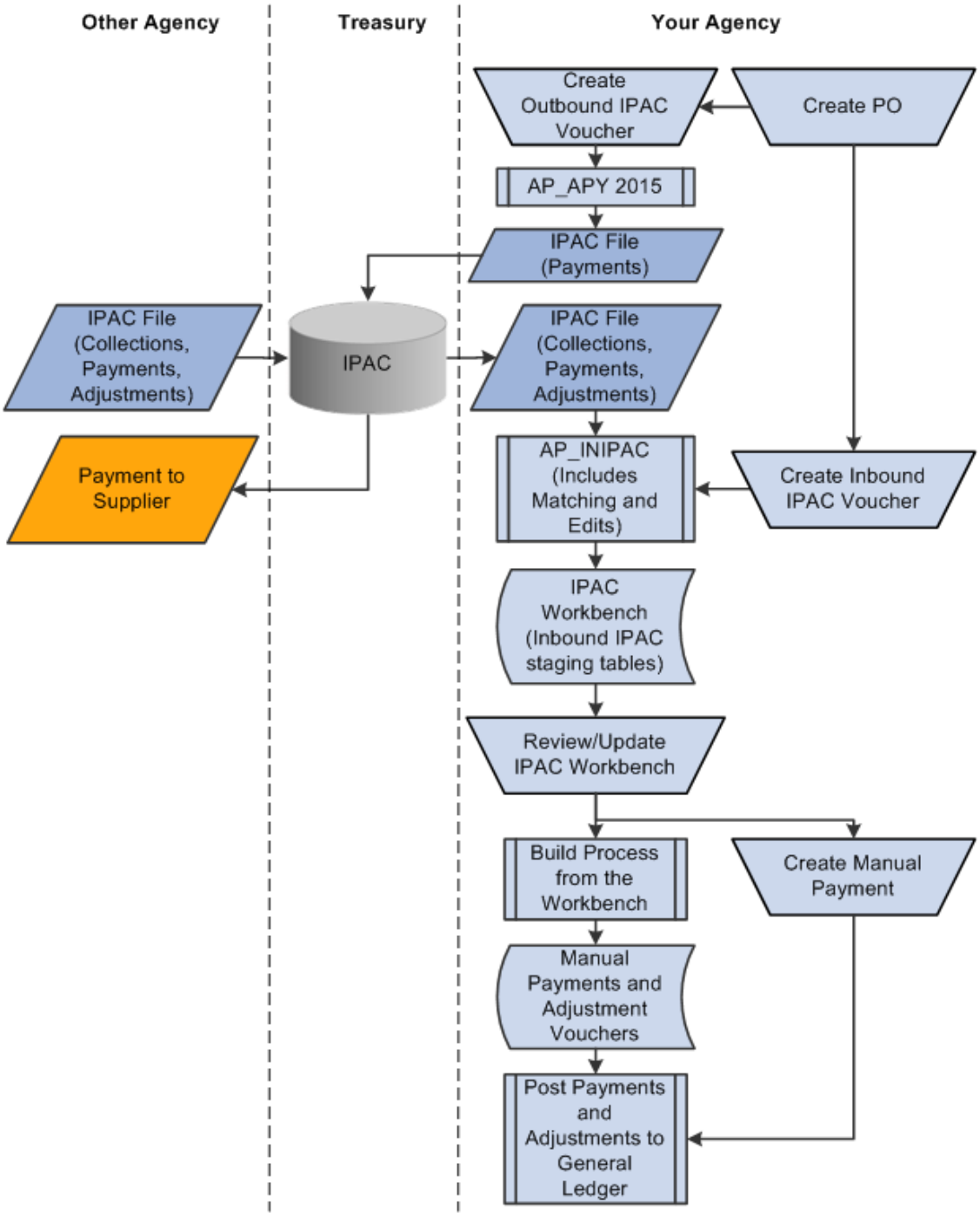
- *Collection* - A transaction that an agency initiates to transfer money, in the form of an online transfer, to FPAs within the IPAC System.
- *Payment* - A transaction that an agency initiates to pull money, in the form of an online transfer, from FPAs within the IPAC System.
- *Adjustment* - A transaction that an agency initiates to adjust an erroneous or incorrect payment or collection.

PeopleSoft Payables enables users both to create IPAC transactions for uploading to the IPAC system ("outbound" IPAC transactions) and to receive information about payments initiated by other agencies through the IPAC system for entry into PeopleSoft Payables ("inbound" IPAC transactions).

The following diagram shows the flow of outbound and inbound IPAC information in PeopleSoft Payables.

This flowchart illustrates the outbound and inbound IPAC process in PeopleSoft Payables.

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Outbound IPAC Processing in Payables

The flow of outbound IPAC information in Payables is as follows: Your agency creates an outbound IPAC voucher. Vouchers must be copied from purchase orders. You then enter information required for outbound IPAC processing for a voucher and run the Pay Cycle process for outbound IPAC payments.

The Pay Cycle process marks all included IPAC vouchers as *Processed* on the IPAC page. After receiving notice that the U.S. Treasury has disbursed the payment, you can reconcile transactions by schedule ID.

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To create IPAC Adjustments for AR credit items to refund money previously collected via IPAC, see the Receivables documentation, PeopleSoft Receivables: Creating Receivables Outbound IPAC Adjustments.

Inbound IPAC Processing

This section discusses the high-level business process flow for inbound IPAC. The inbound IPAC process in PeopleSoft Payables and the flow for inbound IPAC in PeopleSoft Receivables are similar.

An agency manually creates and downloads the IPAC .csv file from the Treasury's IPAC system. The data retrieved in the IPAC download contains all payment, collection, and adjustment transactions *received by and sent by* the requested ALC for a given time period. For PeopleSoft Inbound IPAC, the system processes transactions *received by* an agency's ALC only, unless your IPAC transactions are entered manually into the IPAC system.

Then the agency runs the Load Inbound IPAC process to load the received IPAC payment, collection, and adjustment transactions to the IPAC staging tables. During this process IPAC records are sorted into AP or AR. In addition, IPAC transactions are cross-referenced to previously entered PeopleSoft AP vouchers or AR items to facilitate transaction processing in the next step.

In the next step users review and correct the IPAC transactions in the IPAC Workbench. Payables users are able to view only payments and payment adjustments on the AP IPAC Workbench, whereas Receivables users are able to view only collections and collection adjustments on the Receivables IPAC Workbench. Managers can view collections, payments, and adjustments on the Manager Workbench, and have permission to correct errors that Payables and Receivables users cannot correct. IPAC transactions that cannot be sorted into AP or AR appear on the IPAC Manager Workbench. The manager must determine how to classify them, and update them manually as AP or AR, using the status.

The final step in the workflow is to create AP and AR transactions from the IPAC Workbench. Payables users can create payments or adjustment vouchers, depending on the type of IPAC transaction, whereas Receivables users can create deposits or credit direct journals, also depending on the type of IPAC transaction.

For more information about inbound IPAC in Payables, see Processing Inbound IPAC Transactions.

For more information about inbound IPAC in Receivables, see PeopleSoft Receivables: Processing Inbound IPAC Transactions in Receivables

Related Topics

- Processing Inbound IPAC Transactions
  This topic provides an overview of inbound IPAC processing and setup, lists prerequisites, and discusses how to:
- Processing Outbound IPAC Transactions
  This section provides an overview of outbound IPAC processing in PeopleSoft Payables, lists prerequisites, and discusses how to:

Processing Outbound IPAC Transactions

This section provides an overview of outbound IPAC processing in PeopleSoft Payables, lists prerequisites, and discusses how to:

- Create outbound IPAC vouchers.
- Enter outbound IPAC information.

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- Enter additional IPAC information.
- Run the Pay Cycle process for outbound IPAC payments.
- Perform schedule reconciliation for IPAC payments.
- Inquire on IPAC payments.

Pages Used to Process Outbound IPAC Transactions

Page Name	Definition Name	Usage
Voucher - Invoice Information Page	VCHR_EXPRESS1	Create outbound IPAC vouchers. See also Entering Invoice Information for Online Vouchers.
IPAC Page	AP_IPAC_SEC	Enter information required for outbound IPAC processing for a voucher.
IPAC Miscellaneous Description Page	IPAC_MISC_SEC	Enter free-form text.
Pay Cycle Manager Page	PYCYCL_MGR	Process the appropriate pay cycle. See also Running and Managing Pay Cycles.
Schedule ID Reconciliation Page	BNK_RCN_MAN_TRE	Reconcile federal payment schedules.
Scheduled Payment Inquiry Page	AP_SCHD_PYMNT_INQ	View scheduled IPAC payments.

Understanding Outbound IPAC Processing in Payables

For outbound IPAC processing, PeopleSoft Payables provides an IPAC EFT file layout, which can be used for payments, adjustments, post SGL, and zero-dollar transactions. Users enter vouchers for these IPAC transactions just as they would for any payment, but they enter additional IPAC-related information on theIPAC Page in the Voucher component. Vouchers must be copied from purchase orders.

The Pay Cycle processes IPAC vouchers like any other voucher: EFT File Creation (FIN2025.sqr) creates the payment flat files that you transmit to the federal IPAC system.

> **Note**
>
> If an IPAC voucher enters the system through the Voucher Build process, you must then create the IPAC data within the IPAC page. If you do not create IPAC data before running the Pay Cycle process, the payment is rejected. If the Pay Cycle process rejects the voucher, you can enter the required information on the IPAC page and resubmit the pay cycle.

Zero-dollar and Post SGL IPAC Transactions

Zero-dollar IPAC transactions are information-only adjustments to IPAC vouchers that have already been paid. You cannot change any monetary amounts. You can create zero-dollar

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transactions only after the original IPAC payment has been processed by the Pay Cycle process.

When you enter a zero-dollar IPAC transaction on the IPAC page, a payment record with an amount of 0.00 USD is automatically entered on the Voucher - Payments page. The due date and other payment values are automatically populated. When you run the Pay Cycle process for a zero-dollar IPAC transaction, the Pay Cycle process treats the payment as a zero-dollar payment and creates the IPAC flat file for the payment. Zero-dollar IPAC transactions are always flagged as separate payments.

You can create unlimited numbers of zero-dollar IPAC transactions associated with an IPAC voucher that has been paid, but you must enter them serially, when the previous one has been fully processed by the Pay Cycle process.

Related Topics

- Understanding Pay Cycle Processing
  The Pay Cycle process is a flexible tool. You can review payments after specific processing steps—such as after payment selection and before payment creation—and correct exceptions before proceeding to the next step. Or you can run the Payment Selection and Payment Creation processes together if you do not need to review the payments after selection. If you have a large payment run and only a very small percentage of exceptions, you do not have to delay payment processing—you can continue the current pay cycle, resolve exceptions, and then process the payments in a different pay cycle run.
- Understanding Voucher Build Processing
  PeopleSoft Payables provides the Voucher Build process to build vouchers in batch from various source transactions, including transactions originating from third-party systems.

Prerequisites for Processing Outbound IPAC Transactions in Payables

To set your system up for outbound IPAC processing, perform the following steps:

1. Enable Federal Payments on the Installation Options - Payables page.
2. View the IPAC EFT file layout on the EFT File Layouts page.

   IPAC is a delivered file layout. You may want to indicate that the payment format applies to both employee payments and non-employee payments, although the system performs no edits for employee versus non-employee payments for the *IPAC* file layout.
3. Define a pre-fix and starting counter number (5 digits) in the ALC setup component for your assigned ALC. This pre-fix/bulk counter is then used to generate unique Doc Reference numbers.
4. Enable suppliers for federal processing on the Supplier – Federal page in the Supplier Information component (VNDR_ID) and enter the Agency Location Code. For each supplier (agency) you do business with and utilize IPAC, you must define their ALC in order to send or receive IPAC payments. The supplier ALC is required. All other federal-specific supplier detail is recommended.
5. Enter your assigned Agency Location Code on the Bank Information page.
6. Enter the Sender Disbursement Office (DO) symbol for the disbursing bank account on the External Accounts page.
7. Specify the payment method as EFT and the EFT layout as IPAC on the Payment Methods page for the disbursing bank account.

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8. Funds must be defined to the appropriate TAS/BETC values used to make IPAC payments. See PeopleSoft General Ledger: Defining Component TAS and BETC Elements in Compliance with Federal Reporting Requirements

Related Topics

- Understanding Federal Payment Processing
  This section discusses:
- Application Fundamentals: Installation Options - Payables Page
- PeopleSoft Banks Setup and Processing: Defining Bank Information
- PeopleSoft Banks Setup and Processing: Defining External Account Information
- PeopleSoft Banks Setup and Processing: External Accounts - Payment Methods Page
- Payables Definition - Numbering Page
  Use the Payables Definition - Numbering page (BUS_UNIT_TBL_AP6) to specify auto-numbering options for the business unit.
- Application Fundamentals: Defining and Using Account Types and Attributes

Voucher - Invoice Information Page

Use the Voucher - Invoice Information page to create outbound IPAC vouchers.

Navigation:

Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **Regular Entry**, and then **Invoice Information**

1. Select *Regular Voucher* on the Add page.

> **Note**
>
> IPAC vouchers must have a voucher style of *Regular.*

2. Copy a purchase order.

> **Note**
>
> IPAC vouchers must be preceded by a purchase order.

3. Complete the voucher by entering all required fields on the Invoice Information, Payments, and Voucher Attributes pages.

   Enter a payment **Method** of *EFT* and a **Bank Account** for which the EFT layout is IPAC.

> **Note**
>
> Multiple payment schedules are not allowed for IPAC vouchers.
>
> Payment terms with discount or rebate are not allowed for IPAC vouchers.
>
> You cannot include nonmerchandise charges on IPAC vouchers.

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4. Save the voucher.

   Since the EFT file layout for the bank account on the voucher has a file layout of IPAC, you receive a message prompting you to click the **IPAC** link on the Voucher - Payments page. The IPAC link is activated only after you save the voucher.

5. Click the **IPAC** link on the Voucher - Payments page to access the IPAC page.

6. Select the transaction type for the IPAC transmission.

   Values are *Payment, Post SGL,* and *Zero.* Only *Payment* is available for selection the first time IPAC is processed. After a payment is processed, all values are available for selection.

7. Click the **Create** button to populate the required fields in the **IPAC Details** scroll area.

   See IPAC Page.

8. Enter data in the fields not populated when you clicked the Create button.

   The fields that require entry on the page vary based on the transaction type. These are not required by PeopleSoft Payables, but may be required by your organization.

9. Click OK to save the voucher.

> **Note**
>
> Any changes to the invoice ID, invoice date, or gross amount on the voucher after save require you to update the same data on the IPAC page.

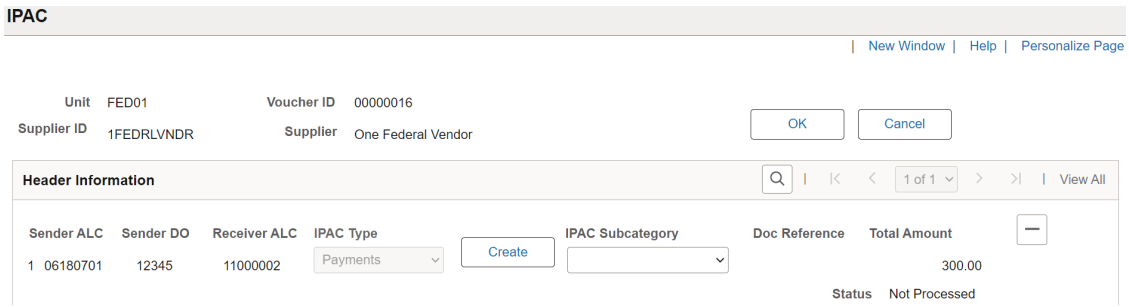
IPAC Page

Use the IPAC page (AP_IPAC_SEC) to enter information required for outbound IPAC processing for a voucher.

Navigation:

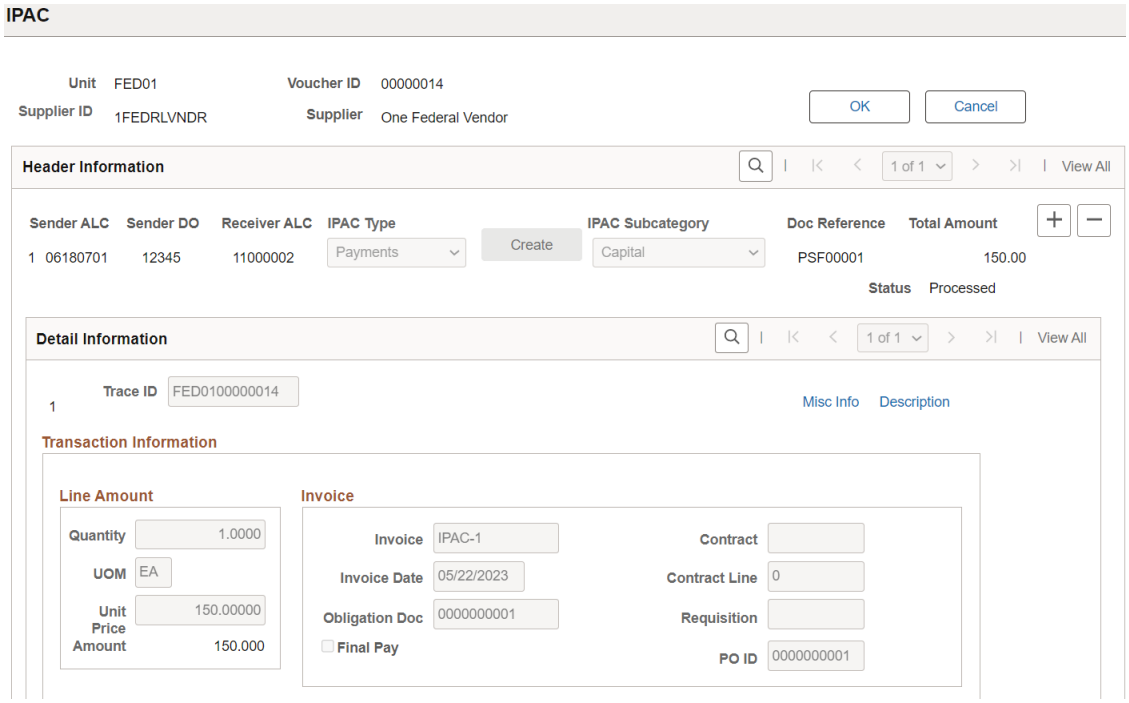
Click the IPAC link on the Voucher - Payments page.

This example illustrates the fields and controls on the IPAC page

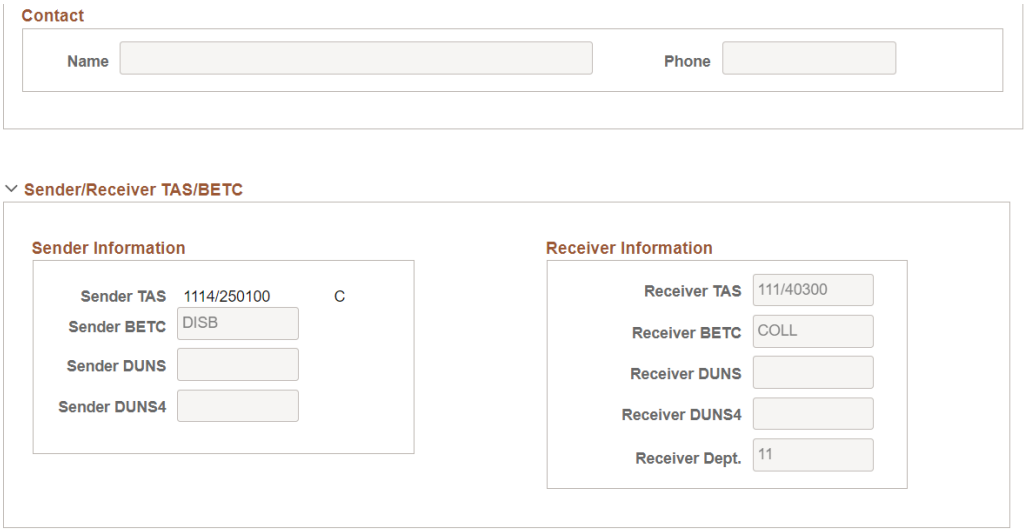


This example illustrates the fields and controls on the IPAC page after clicking create (1 of 2).

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This example illustrates the fields and controls on the IPAC page after clicking create (2 of 2).



When you first enter this page, only the header information is displayed. After you select an IPAC type, and click the **Create** button, the rest of the page is displayed and some fields are

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populated. Next complete any required fields; this varies based on the selected IPAC transaction type.

Creating Post SGL and Zero-dollar IPAC Transactions

To create post SGL IPAC transactions:

1. Access the Voucher component for the IPAC voucher you want to adjust.
2. On the Voucher - Payments page, click the **IPAC** link to access the IPAC page.
3. Add a new IPAC header row in the **Header Information** scroll area and select an **IPAC Type** of *Post SGL.*
4. Click the **Create** button.

   The system automatically populates fields in the **SGL Information** scroll area.
5. Enter an **Orig Doc Ref** (original document reference) and an **Original DO** (original disbursement office) in the **Header Information** scroll area.
6. Enter an **Original Line #** (original line number) in the Detail Information scroll area.
7. Click **OK** to save the voucher and make the Post SGL transaction available to the Pay Cycle process for processing.

To create Zero-dollar IPAC transactions:

1. Access the Voucher component for the IPAC voucher you want to adjust.
2. On the Voucher - Payments page, click the IPAC link to access the IPAC page.
3. Add a new IPAC header row in the Header Information scroll area and select an IPAC Type of *Zero.*
4. Click the **Create** button.

   The system automatically populates specific fields in the Detail Information, Line Amount, and Invoice regions.
5. Enter an Orig Doc Ref (original document reference) in the Header Information scroll area.
6. Click OK to save the voucher and make the Zero-dollar transaction available to the Pay Cycle process for processing.

Header Information

Field or Control	Description
Sender ALC (Sender Agency Location Code)	Displays the ALC values entered on the Bank Information page. See Defining Agency Location Codes.
Sender DO (Sender Disbursement Office)	Displays the sender DO value entered on the External Accounts page. See PeopleSoft Banks Setup and Processing: Defining External Account Information.
Receiver ALC	Displays the receiver's (supplier's) ALC by default from the supplier. You assign the ALC to the supplier on the Supplier Information - Federal page.

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Field or Control	Description
IPAC Type	The first IPAC header row must be a *Payment* transaction type with one exception, the first row can be an *Adjustment* transaction type if the voucher was built from the accounts receivables refund process. Select from: *Payment* for new transactions that you are sending to the IPAC system. *Post SGL* to add or change the SGL account information for previous transactions that you sent for collection. This value is available only if the original IPAC payment to which it refers has a status of *Processed,* which indicates that the payment has been processed by the Pay Cycle process and the Outbound IPAC file has been sent to the IPAC system. *Zero* for zero-dollar, information-only IPAC transactions. This value is available only if the original IPAC payment to which it refers has a status of *Processed,* which indicates that the payment has been processed by the Pay Cycle process and the Outbound IPAC file has been sent to the IPAC system. *Adjustment* for vouchers that originated from the accounts receivables refund process. Users are required to enter at least one debit credit pair of SGL information if you select this value. Only one adjustment transaction can be included per voucher.
Create	Select an IPAC type and then click to display the detail IPAC information.
IPAC Subcategory	Select the IPAC subcategory. The IPAC Subcategory field is displayed when you click the Create button. This is a required field for IPAC payments. The subcategory field is available only when IPAC Type is *Payment*. The available subcategory options are the following: • Benefits • Borrowings • Buy/Sell • Capital • Custodial Exchange • Custodial Non-Exch • Expenditure Non-Exch • Investments • Other
Doc Reference (document reference)	This value is created during Pay Cycle using the ALC bulk pre-fix/counter defined during set up. The counter is incremented by one for each IPAC payment.

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Field or Control	Description
Status	Indicates the status of the IPAC voucher: *Processed:* IPAC vouchers have gone through the Payment Selection part of the Pay Cycle process and cannot be modified. *Not Processed:* IPAC vouchers have not gone through the Payment Selection part of the Pay Cycle process and can be modified.

Detail Information

Each row in the Detail Information scroll area displays one invoice line—distribution line combination. With the exception of **Final Pay,** the rest are optional. Fields required for zero-dollar transactions are noted below.

Field or Control	Description
Trace ID	Displays the business unit code followed by the voucher ID. This auto-populated value enables back-end systems to match transactions.
Misc Info	Click to access the IPAC Miscellaneous Description page, where you can enter related free-form text, accounting code information and a fiscal year ID.
Description	Click to access the IPAC Description page, where you can enter a free-form description of the IPAC transaction.
Cross Reference Document	Displays the document reference number of the original IPAC payment for zero-dollar transactions.
Original Line #	Displays the original line number of the original invoice line being adjusted for zero-dollar and adjustment transactions only.
Contact Name and **Phone**	Enter the name and phone number of a contact person at your agency.

Transaction Information

Field or Control	Description
Obligation Doc	Displays the purchase order identifier. The default is the same as the value that appears in the **PO ID** field.
Final Pay	Select to indicate that payment is final. Deselect to indicate a partial payment. Required for original payment.
Contract and **Contract Line**	Displays the contract ID and contract line item number copied from the voucher, if present.
Requisition	Enter the ID of the request for goods or services. This value is not copied from the voucher.

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Sender/Receiver TAS/BETC

Field or Control	Description
Sender TAS (Sender Treasury Account Symbol)	Displays the Sender TAS based on the fund code entered on the distribution line. You associate Treasury Account Symbols with fund codes on the TAS/BETC setup component. Required for original payment. The Sender TAS automatically defaults based on the fund code at the distribution line level.
Sender BETC (sender business event type code) and **Recvr BETC** (receiver business event type code)	Sender and Receiver BETC values are optional if both the Sender or Receiver Agency are not GWA Reporters. If either the Sender and/or Receiver Agency are GWA Reporters, BETC is required.
Receiver TAS (Receiver Treasury Account Symbol)	Represents the appropriation of the agency receiving payment. Receiver TAS is required if the Receiver Agency is a GWA reporter.
Sender DUNS (sender Dun and Bradstreet number) and **Recvr DUNS** (receiver Dun and Bradstreet number)	Enter the Dun and Bradstreet number used to identify the sender (your agency) or the receiver (the customer's agency).
Sender DUNS4 and **Recvr DUNS4** (receiver DUNS4)	Enter the four-character identifier that, along with the DUNS number, identifies individual business locations for federal suppliers and federal customers.
Receiver Dept.	Represents the two-digit code assigned by the U.S. Department of Treasury to the agency receiving the transaction. Required for original payment.

Every IPAC Payment has both a sender and receiver ALC. If the Sender ALC is set up as a GWA Reporter, the TAS/BETC setup allows multiple combinations of SetID and Fund. If a GWA TAS is set up for the fund used on the distribution, the TAS is automatically defaulted. An error message is displayed if GWA TAS is not found for the SetID/Fund Code value. If the Receiver ALC is set up as a GWA reporter, the prompt lookup displays all **GWA TAS** values. For a Receiver ALC set up as a GWA reporter, Receiver TAS is required. An error message is displayed if a valid TAS/BETC value is not entered.

Receiver TAS is manually entered for the receiver agency. Each TAS has associated BETC codes set up to support GWA reporters. All BETC codes are retrieved for the specified TAS. BETC is required entry for GWA Reporters.

> **Note**
>
> BETC prompt lists cannot be created until the user has selected a TAS value.

If Sender ALC is not set up as a GWA Reporter, the TAS/BETC setup allows only one componentized String TAS to be defined to one unique SetID/Fund code value combination. If a GWA String is setup for the fund used on the distribution, the TAS is automatically defaulted. An error message is displayed if the String TAS value is not found for the SetID/Fund Code value. If the Receiver ALC is not set up as a GWA reporter, the prompt lookup displays all TAS values. Receiver TAS is optional entry for non-GWA Reporters. A prompt lists all BETC codes

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for the default TAS string value. BETC is an optional value for non-GWA reporters and no error message is displayed if values have not been setup for the TAS.

For more information, see PeopleSoft General Ledger: Defining Component TAS and BETC Elements in Compliance with Federal Reporting Requirements

SGL Information

(Optional) Enter Standard General Ledger information. Bear the following in mind:

- If you enter data in any SGL Information field, you must enter data in all of the fields.
- SGL amounts must balance with the IPAC line amount, and you must have offsetting debit and credit entries.

You must enter SGL account information for Post SGL transaction types, and—optionally—you can enter SGL account information for collection. The SGL information fields are not available for zero-dollar transaction types.

Field or Control	Description
Sender/Receiver Flag	Select a value to indicate whether the SGL account information for the line is for the Sender (your agency) or the Receiver (the customer's agency).
Federal Flag	Select a value to indicate whether the SGL account information for the line is Federal or Non-Fed (non-federal).
SGL Action	Select a value that indicates the action for the line. Values are: *Add:* Indicates this is a new line. *Edit:* Indicates this is a changed line. For Post SGL transaction types, the action is *Edit* for existing lines and *Add* for new lines.

IPAC Miscellaneous Description Page

Use the IPAC Miscellaneous Description page (IPAC_MISC_SEC) to enter free-form text related.

Navigation:

Click the Misc Info link on the IPAC page.

Field or Control	Description
Fiscal Year Obligation ID	Select a value to indicate the fiscal year of the obligation. Values are: *Not Applicable, Current Fiscal Year,* and *Prior Fiscal Year*.
ACL/CD (Accounting Classification Code), **ACRN** (Account Classification Reference Number), **Job** (Job Order Number), and **JAS**	Displays the identification codes. The JAS code consists of a combination of Job Order Number, Accounting Classification Reference Number, and Site ID.
FSN (Fiscal Station Number)	Enter the eight-digit number identifying the subdivision of the sender ALC.
DoD	Enter the DoD Activity Address Code.

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The fields that are available on this page vary based on the IPAC transaction type. This table shows the fields that are available based on the IPAC type:

IPAC Transaction Type	Available Fields
Payment	All fields available.
Zero Dollar	Only the text box.
Post SGL	Only the text box.

Pay Cycle Manager Page

Use the Pay Cycle Manager page to process the appropriate pay cycle.

Navigation:

Accounts Payable, and then **Payments**, and then **Pay Cycle Processing**, and then **Pay Cycle Manager**

The following processing is specific to outbound IPAC payments:

- The Pay Cycle creates a file of outbound IPAC payments for submission to Treasury's IPAC system.
- The Pay Cycle changes the status of all included IPAC vouchers to *Processed* on the IPAC page.
- The Pay Cycle process rejects and creates an error for any vouchers whose payment method is EFT and EFT layout is IPAC and for which no data is entered on the IPAC page.

  View errors on the Pay Cycle Error page. The Pay Cycle process does not process the payment until you enter the proper IPAC data.
- The Pay Cycle processes zero-dollar and post SGL IPAC transactions (for non-monetary adjustments to original IPAC payment transactions).

Canceling IPAC Payments

Since IPAC payments are made by the Department of Treasury's IPAC system once they receive the EFT file created by the Pay Cycle process, you should not cancel IPAC payments that have been processed by the Pay Cycle process. If you try to cancel an IPAC payment on the Payment Schedule Cancellation page, you receive a warning message.

Related Topics

- Understanding Pay Cycle Processing
  The Pay Cycle process is a flexible tool. You can review payments after specific processing steps—such as after payment selection and before payment creation—and correct exceptions before proceeding to the next step. Or you can run the Payment Selection and Payment Creation processes together if you do not need to review the payments after selection. If you have a large payment run and only a very small percentage of exceptions, you do not have to delay payment processing—you can continue the current pay cycle, resolve exceptions, and then process the payments in a different pay cycle run.
- Processing Outbound IPAC Transactions
  This section provides an overview of outbound IPAC processing in PeopleSoft Payables, lists prerequisites, and discusses how to:

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- Payment Schedule Cancellation Page
  Use the Payment Schedule Cancellation page (GFPYM_SCH_CANC) to cancel federal payment schedules.

Schedule ID Reconciliation Page

Use the Schedule ID Reconciliation page (BNK_RCN_MAN_TRE) to reconcile federal payment schedules.

Navigation:

Banking, and then **Reconcile Statements**, and then **Schedule ID Reconciliation**

See Managing Federal Schedule ID Reconciliations.

Scheduled Payment Inquiry Page

Use the Scheduled Payment Inquiry page (AP_SCHD_PYMNT_INQ) to view scheduled IPAC payments.

Navigation:

Click the Scheduled Payments button for the voucher on the Voucher Inquiry page.

Select **IPAC Payment** in the **Search Criteria** and click the **Search** button to view IPAC payments.

Related Topics

- Scheduled Payment Inquiry Page
  Use the Scheduled Payment Inquiry page (AP_SCHD_PYMNT_INQ) to view the scheduled payments details.

Processing Inbound IPAC Transactions

This topic provides an overview of inbound IPAC processing and setup, lists prerequisites, and discusses how to:

- Load inbound IPAC files.
- Review and correct staged inbound IPAC files.
- Creating the inbound IPAC vouchers.
- Record the payment for inbound IPAC vouchers or create an adjustment and record the payment on the AP IPAC Workbench.
- Inquire about inbound IPAC payments on the AP IPAC Workbench.
- Resolve errors using the IPAC Manager Workbench.

Pages Used to Process Inbound IPAC Transactions in Payables

Page Name	Definition Name	Usage
Load Inbound IPAC Page	INTFC_IPAC_RQST	Request a run of the Load Inbound IPAC File into the inbound IPAC staging tables for processing in PeopleSoft Payables.

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Page Name	Definition Name	Usage
AP IPAC Workbench Page	AP_IPAC_ WORKBENCH	View, correct, and process IPAC payment and adjustment transactions for Payables.
Line Details Page	AP_IPAC_WB_DTL	View fields from the IPAC detail staging table. This page is read-only.
IPAC Manager Workbench Page	IPAC_MANAGER_WB	Review and classify transactions as either AP or AR.
Inbound IPAC Data Page	AP_IPAC_INBND_INQ	View inbound IPAC data from files that have been uploaded to the inbound IPAC staging tables.

Prerequisites for Inbound IPAC Processing in Payables

Set up the system for inbound IPAC processing:

- Perform the same setup as for outbound IPAC processing, except that you are not concerned with the IPAC EFT layout or with assigning it to bank accounts.
- Configure the environmental variables of all affected workstations to enable IPAC inbound processing.

See Prerequisites for Processing Outbound IPAC Transactions in Payables.

See Configuring Workstations for IPAC Inbound Processing.

Creating the Inbound IPAC Voucher and Recording the Payment

PeopleSoft Payables can receive information from the IPAC system that other agencies have sent to the IPAC system for payment processing. PeopleSoft Payables uses this information to create manual payment records or adjustment vouchers for those payments, depending on the type of IPAC transaction. This is known as inbound IPAC processing.

Creating the Inbound IPAC Voucher

Creating the Inbound IPAC Voucher and Recording the Payment

1. Select *Regular Voucher* on the Add page.

> **Note**
>
> IPAC vouchers must have a voucher style of Regular.

2. Copy a purchase order.

> **Note**
>
> IPAC vouchers must be preceded by a purchase order.

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3. Complete the voucher by entering all required fields on the Invoice Information, Payments, and Voucher Attributes pages.
4. On the Voucher - Payments page, select the **Inbound IPAC** option.

   This places the voucher payment on hold with a Hold Reason of IPC, IPAC hold, until the inbound IPAC data has been staged and is ready for you to associate with the voucher.

   If the inbound IPAC data has already been staged, click the Select IPAC link and proceed to the Inbound IPAC Stage Selection page.
5. Save the voucher.

   Run the normal approval processing for the voucher—budget checking, document tolerance checking, matching, voucher approval—and post the voucher.
6. Load the inbound IPAC file, which you previously downloaded from the Treasury, to the staging tables using the Load Inbound IPAC page. Confirm that the IPAC data was staged using the AP IPAC Workbench page.

After loading the inbound IPAC file to the staging tables, you can either manually match payment vouchers with the staged IPAC data or use the automated matching process for payments before posting them. The automated matching process also supports adjustment vouchers.

Using the Automated IPAC Matching Process

If you use the automated IPAC matching process, follow these steps for completing the procedure:

1. View and correct the information loaded from the flat file into the IPAC staging tables using the AP IPAC Workbench page.
2. Select the transactions with the status *AP Ready* and click the Build button to launch the Voucher Build process. This creates payment records or adjustment vouchers from the IPAC records.

   The system performs edits to ensure that the sender ALC in the staged data matches the supplier ALC on the voucher, the receiving ALC (customer ALC) matches the ALC you have set up for your bank, the IPAC header amount equals the voucher gross amount, and the PO ID in the staged data matches the PO ID on the voucher.
3. Post the payment or adjustment voucher.

Manually Associating the Voucher with the Staged IPAC Data

If you want to manually associate the voucher with the staged IPAC data, follow these steps for completing the procedure:

1. Access the voucher using the Voucher component and click the Select IPAC link on the Voucher - Payments page to access the Inbound IPAC Stage Selection page.
2. On the Inbound IPAC Stage Selection page, enter your Inbound Lookup Criteria to search for the staged IPAC transaction you want to associate with the voucher, and click Search.

   The Agency Location Code in the Inbound Lookup Criteria group box is the sender's ALC.

   The Inbound IPAC Stage Selection page is identical to the outbound IPAC page, with the exception of the Inbound Lookup Criteria group box and the Select, File Name, and Staged Date fields in the Header Information scroll area. Note that, on the Inbound IPAC Stage Selection page, the meaning of receiver and sender are the reverse of their meaning on the outbound IPAC page. In other words, on the Inbound IPAC Stage Selection page, the receiver is the paying agency (your agency) and the sender is the agency that was paid.

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See the documentation for theIPAC Page.

3. Scroll through the search results in the Header Information scroll area and select the transaction you want to associate with the voucher.

   You cannot save the voucher if:

   - The voucher gross amount does not equal the staged IPAC transaction's total amount.
   - The ALC for the supplier on the voucher does not equal the Sender ALC on the staged transaction.
   - The ALC for the voucher's bank does not equal the Receiver ALC on the staged transaction.

4. Click Copy to Voucher to copy the staged IPAC transaction data to the voucher and the AP IPAC tables.
5. Click the Back to Invoice link and access the Voucher - Payments page.
6. On the Voucher - Payments page, select a payment Action of *Record* and enter a payment Reference number.
7. Save the voucher. When you save:

   - The system deletes the staged IPAC data that you selected from the inbound IPAC staging tables.
   - Payments are marked as reconciled.
   - The IPAC link becomes available. You can click it to view all IPAC data associated with the voucher on the IPAC page.

8. Run the Payment Posting process and the Cash Clearing process to update accounting lines and cash balances.

Related Topics

- Processing Outbound IPAC Transactions
  This section provides an overview of outbound IPAC processing in PeopleSoft Payables, lists prerequisites, and discusses how to:
- Creating Manual Payments
  To set up your auto-numbering for manual payments, use the Auto Numbering component (AUTO_NUM_PNL).
- Understanding the Voucher Posting and Payment Posting Processes
  The Voucher Posting process creates accounting entries from vouchers. The system uses the accounting entry template and inheritance rules that you set up on the Accounting Entry Template and ChartField Inheritance pages to identify the offset accounts needed to create accounting entries. The entries include the expense distributions entered into the system, as well as additional entries for the payables offset, value-added tax (VAT) expense, nonprorated, nonmerchandise expenses, and closure expenses. These accounting entries are then available for generating general ledger journals, using the Journal Generator Application Engine process (FS_JGEN). Vouchers must be entered, approved, and posted before you can send voucher information to the general ledger.

Downloading the Inbound IPAC Flat File

The Inbound IPAC File is downloaded manually by an agency from the Treasury IPAC system. The Treasury's IPAC system exports transaction data by Agency Location Code (ALC) in a comma-separated value (.csv) format. This file contains all payment, collection, and adjustment transactions received by and sent by the requested ALC for a given time period.

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Because the PeopleSoft system already contains the transactions sent by your agency's ALC, the load process ignores them to avoid duplication of entries, provided you entered your ALC on the Load Inbound IPAC run control page. All IPAC transactions where the originating ALC field is equal to the ALC requesting the file are ignored. There is, however, an exception. An IPAC record is not ignored if the agency manually enters IPAC transactions into IPAC and wants to use the PeopleSoft Inbound IPAC interface to record the transactions. This is accomplished by leaving the ALC field blank on the Load Inbound IPAC run control record.

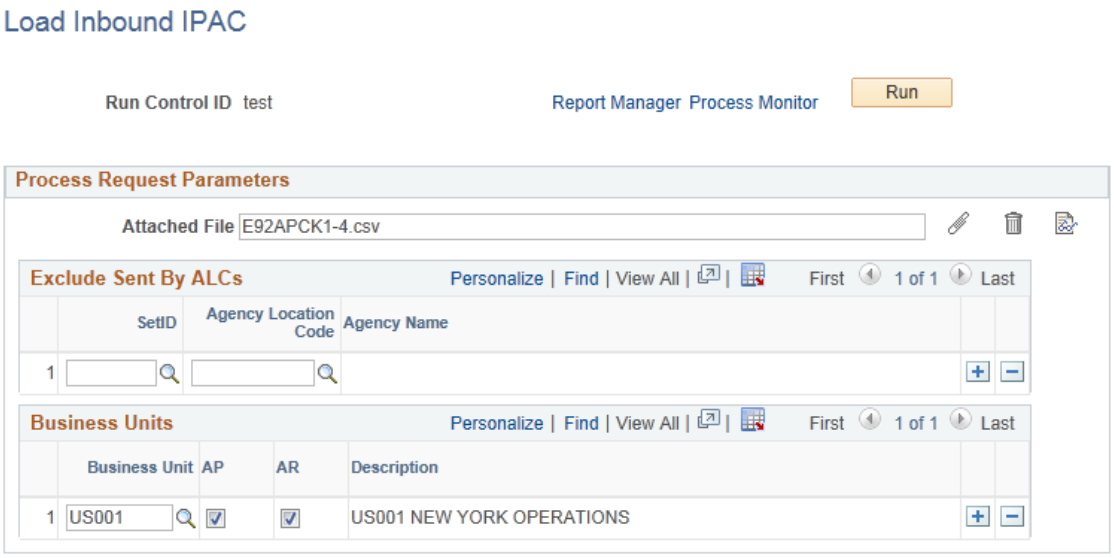
Load Inbound IPAC Page

Use the Load Inbound IPAC page (INTFC_IPAC_RQST) to request a run of the Load inbound IPAC File into the inbound IPAC staging tables for processing in PeopleSoft Payables.

Navigation:

Accounts Payable, and then **Batch Processes**, and then **Extracts and Loads**, and then **Load Inbound IPAC**

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



Field or Control	Description
Exclude Sent By ALCs grid	Enter a SetID and ALC that you want to exclude from the Load Inbound IPAC processing. Select the ALC from a list of all ALCs that belong to your company, the receiving agency running the Load Inbound IPAC process. The process compares the ALCs in this grid to the originating ALC on the incoming IPAC record. If there is a match, the IPAC record is ignored. An IPAC record is not ignored when the agency manually enters IPAC transactions into IPAC and wants to use the PeopleSoft Inbound IPAC interface to record the transactions by leaving the Exclude Sent By ALCs fields blank.

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Field or Control	Description
Business Units grid	Enter a business unit and select a check box to indicate the business unit is an AP business unit, an AR business unit, or both. The prompt for the Business Unit field shows all AP and AR business units. These business units are used by the defaulting logic in the Load Inbound IPAC process to narrow down the search when querying AP for previously entered vouchers and AR for previously entered items. The AP and AR check boxes indicate the Business Unit is an AP business unit, an AR business unit, or both.

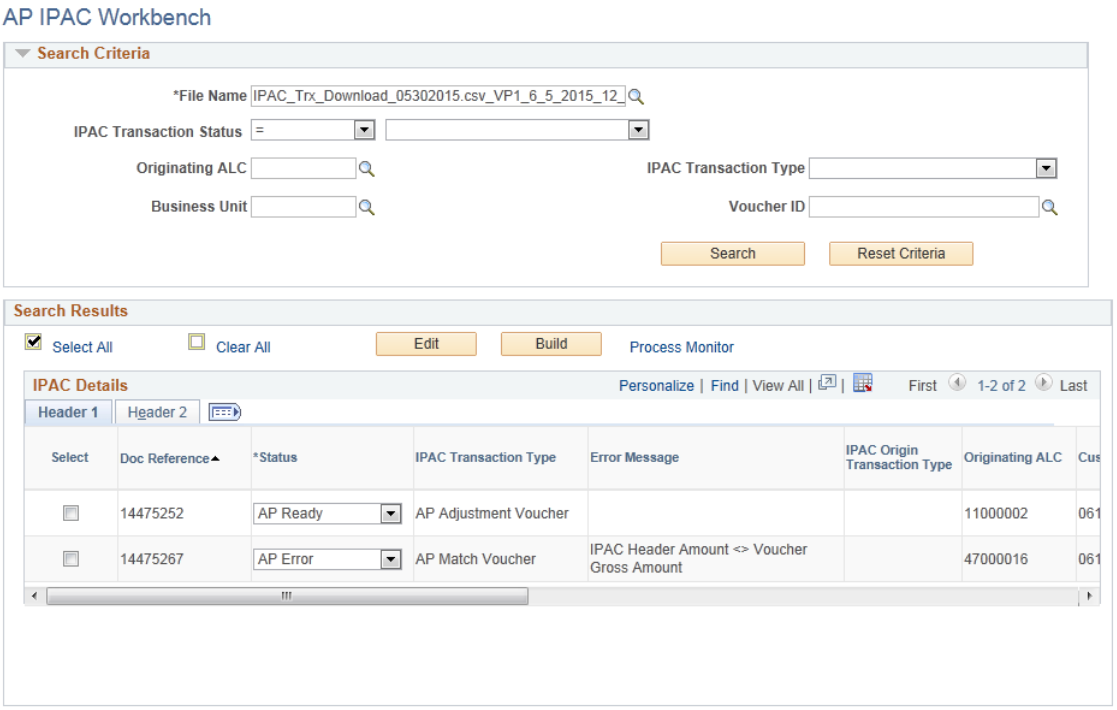
AP IPAC Workbench Page

Use the AP IPAC Workbench page (AP_IPAC_WORKBENCH) to view, correct, and process IPAC payment and adjustment transactions in Payables.

Navigation:

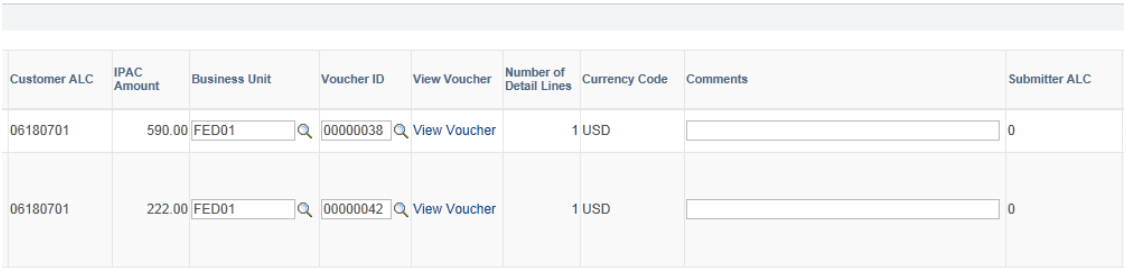
Accounts Payable, and then **Review Accounts Payable Info**, and then **Interfaces**, and then **AP IPAC Workbench**

This example illustrates the fields and controls on the AP IPAC Workbench page, including search results for the specified file and the IPAC Details grid. You can find definitions for the fields and controls later on this page.



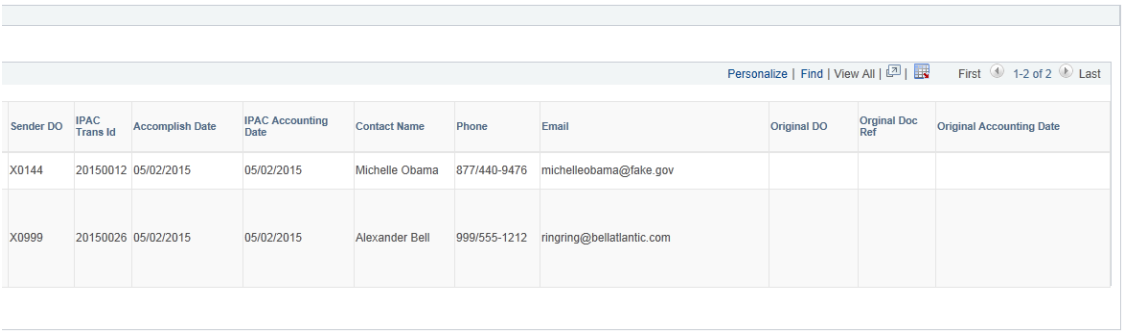
This example illustrates the fields and controls on the AP IPAC Workbench page, showing the IPAC Details grid (continued). You can find definitions for the fields and controls later on this page.

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Customer ALC	IPAC Amount	Business Unit	Voucher ID	View Voucher	Number of Detail Lines	Currency Code	Comments	Submitter ALC
06180701	590.00	FED01	00000038	View Voucher	1	USD		0
06180701	222.00	FED01	00000042	View Voucher	1	USD		0

This example illustrates the fields and controls on the AP IPAC Workbench page, showing the IPAC Details grid (continued). You can find definitions for the fields and controls later on this page.



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Sender DO	IPAC Trans Id	Accomplish Date	IPAC Accounting Date	Contact Name	Phone	Email	Original DO	Orginal Doc Ref	Original Accounting Date
X0144	20150012	05/02/2015	05/02/2015	Michelle Obama	877/440-9476	michelleobama@fake.gov			
X0999	20150026	05/02/2015	05/02/2015	Alexander Bell	999/555-1212	ringring@bellatlantic.com			

Understanding IPAC Transaction Statuses

The IPAC transaction status indicates the record status during IPAC processing. You can retrieve transactions by status by searching on the IPAC Workbench. These transaction statuses appear on the AP IPAC Workbench:

- *AP Do Not Process* - Indicates that the Load IPAC program found a previously matched voucher for this IPAC record.
- *AP Error* - Indicates that the voucher ID was able to be matched but failed edits. You can correct the error in the system and use the Edit button on the workbench to re-run the edits and verify the issue is resolved.

  You can change this status to *AP Ready* or *Manager Error.*
- *AP in Process* - Indicates that a record is being processed by AP. No actions can be performed against this record; the record is now display-only.
- *AP Processed* - Indicates that a record has already been processed by AP. No more actions can be performed against this record; it is now display-only.
- *AP Ready* - Indicates that the Load IPAC program matched a voucher ID to this record. You can review this record before further processing. You can also change this status to *Manager Error* to indicate that a manager should review and correct this record on the IPAC Manager Workbench.

  For selected transactions with the *AP Ready* status, you can click the Build button. The Build button initiates the IPAC Voucher Build Application Engine program (AP_VB_IPAC) to create AP transactions from the IPAC records. The transaction status first changes to *AP in Process*, then once the program has completed successfully, the status changes to *AP Processed*.

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- *AP Review* - Indicates that a manager has classified the record as AP. You need to review the record and make necessary changes before it can be fully processed.

  You can change this status to *AP Ready* or *Manager Error.*

When the *Manager Error* status appears, the system was unable to determine whether this IPAC transaction is AP or AR, and this record must be reviewed by a manager on the IPAC Manager Workbench. You can also change the statuses *AP Review* and *AP Ready* to *Manager Error* for manager review.

Header Search Fields

Field or Control	Description
File Name	(Required) Enter the IPAC file name.
IPAC Transaction Status	Select the staging line status. You can search the status field by these operators: *contains* and = (equals). Valid values are: • *AP Do Not Process* • *AP Error* • *AP in Process* • *AP Processed* • *AP Ready* • *AP Review*
Originating ALC	Enter the originating ALC.
Business Unit	Enter the AP business unit. This field allows you to search for IPAC records that have already been matched.
IPAC Transaction Type	Select the IPAC transaction type. Valid values are: • *AP Match Voucher* • *AP Adjustment Voucher* • *AP Outbound Vchr Mtch* • *AP Outbound Adjustment*
Voucher ID	Enter a voucher ID. This search field is available when searching by AP business unit. This field allows you to search for IPAC records that have already been matched.
Search	Click the Search button to retrieve IPAC transactions in the staging tables using the search criteria specified.
Reset Criteria	Clears the entered search criteria from the search fields.

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Search Results

Field or Control	Description
Edit	Click this button to verify the selected transactions in the grid. The program checks the following: • Customer ALC for the IPAC record must match the ALC set up for the bank on the referenced AP voucher. • IPAC Header Amount must equal the Voucher Gross Amount on the referenced AP voucher for transactions with the transaction type of AP Match Voucher. • Purchase order ID must equal the Purchase Order Number from the IPAC record. • If the voucher style is adjustments and there are existing IPAC records in the AP IPAC Header table, then this is a duplicate or a sent transaction.
Build	Click this button to run the Voucher Build process for the selected transactions in the grid. The process creates AP transactions from the IPAC records with a status of *AP Ready*.

IPAC Details Grid – Header 1 Tab

Field or Control	Description
Select	Select IPAC transactions in the grid by row. This check box is enabled only for transactions with a status of *AP Ready, AP Error,* or *AP Review*.
Status	Displays the current status of the IPAC header. Valid values are: • *AP Do Not Process*. • *AP Error* – You can change this status to *AP Ready* or *Manager Error*. • *AP in Process*. • *AP Processed*. • *AP Ready* – You can change this status to *Manager Error*. • *AP Review* – You can change this status to *AP Ready* or *Manager Error*.
IPAC Transaction Type	Displays the interpreted transaction type calculated by the Load Inbound IPAC process: *Match Voucher* or *Adjustment Voucher*.
Error Message	Displays any error messages generated during the Load Inbound IPAC Process.
IPAC Origin Transaction Type	Displays the IPAC Origin Transaction Type from the IPAC file.
Originating ALC	Displays the IPAC Originating ALC from the IPAC file.
Doc Reference (document reference)	Displays the IPAC Document Reference Number from the IPAC file.

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Field or Control	Description
Number of Detail Lines	Click this link to open the IPAC Line Details page (AP_IPAC_WC_DTL). The link shows the number of lines in the voucher.
IPAC Amount	Displays the IPAC Header Dollar Amount from the IPAC file.
Business Unit	Displays the defaulted AP Business Unit. You can update this field if the status of the IPAC record is *AP Ready*, *AP Error*, or *AP Review*.
Voucher ID	Displays the defaulted Voucher ID. You can update this field if the status of the IPAC record is *AP Ready*, *AP Error*, or *AP Review*. You must first enter an AP Business Unit.
View Voucher	Click this link to open the Voucher Entry data page.
Comments	Enter up to 60 characters of text in this field to communicate with managers or make any notes. This field is not used for reporting and is not carried forward to the created PeopleSoft AP transactions.

IPAC Details Grid – Header 2 Tab

Field or Control	Description
Customer ALC	Displays the customer ALC.
Submitter ALC	Displays the submitting agency from the IPAC file. This field is optional.
Sender DO	Displays the sender's disbursing office symbol that is associated with the Customer ALC from the IPAC file.
IPAC Trans ID	Displays the IPAC transaction ID.
Accomplish Date	Displays the date that an IPAC transaction was successfully processed by the IPAC System.
IPAC Accounting Date	Displays the IPAC accounting date.
Contact Name, Phone, and **Email**	Displays the contact information from the IPAC file.
Original DO	Displays the original disbursing office when the IPAC transaction is an adjustment.
Original Doc Ref	Displays the original document reference number from the IPAC file when the IPAC transaction is an adjustment.
Original Accounting Date	Displays the accounting date from the original IPAC transaction when the IPAC transaction is an adjustment.

Line Details Page

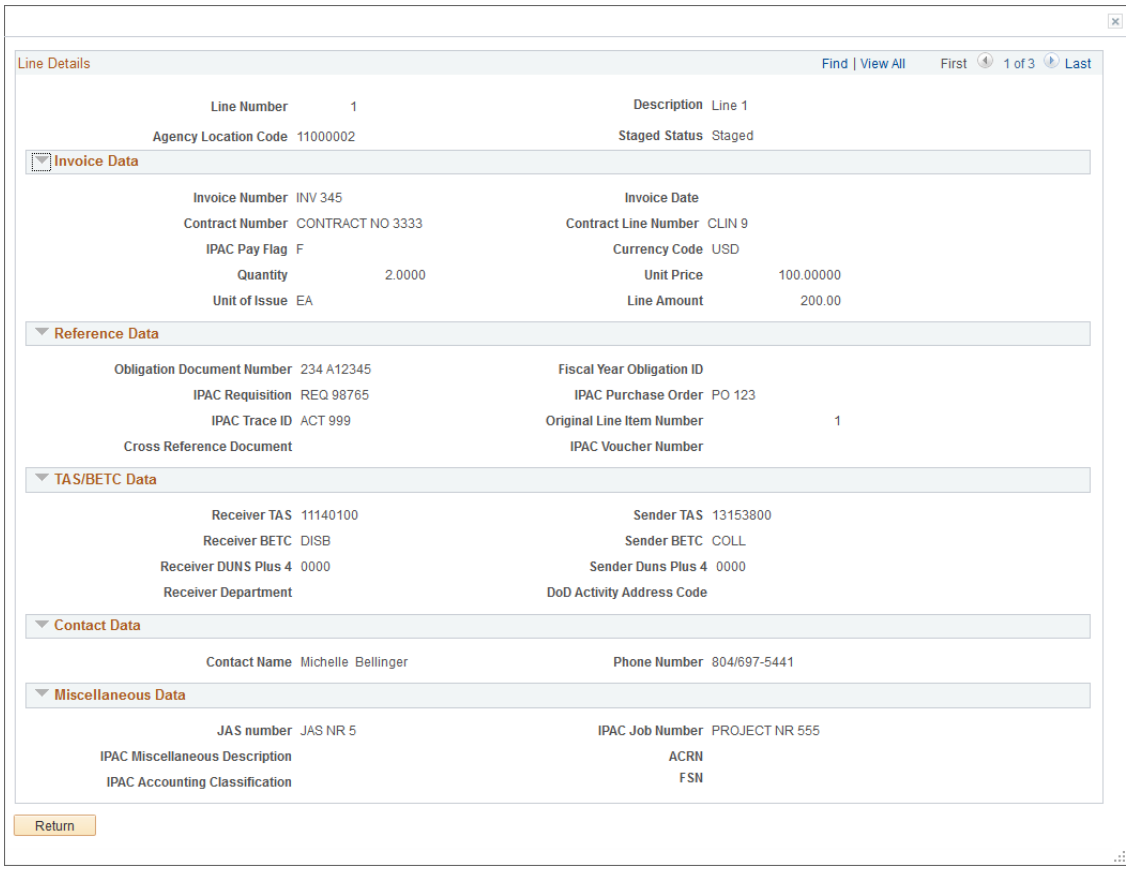
Use the Line Details page (AP_IPAC_WB_DTL) to view fields from the IPAC detail staging table. This page is read-only.

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Navigation:

Click the link in the **Number of Detail Lines** column on the IPAC Workbench page.

This example illustrates the fields and controls on the IPAC Line Details page.



IPAC Manager Workbench Page

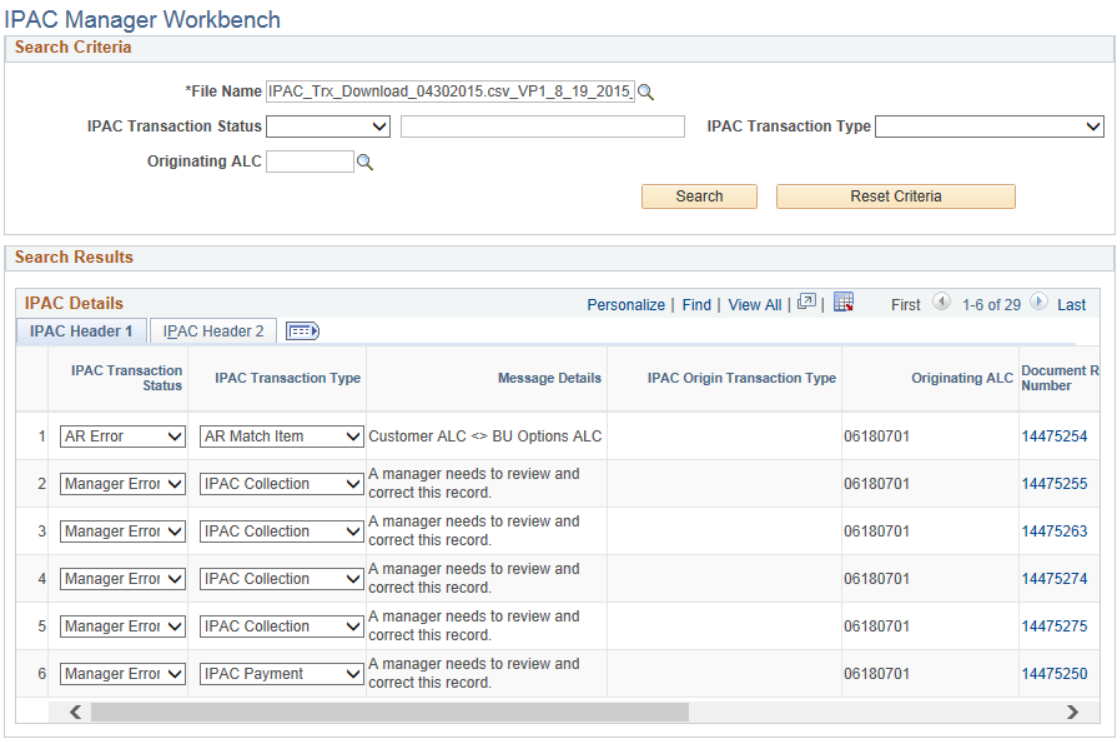
Use the IPAC Manager Workbench page (IPAC_MANAGER_WB) to review and classify transactions as either AP or AR.

Navigation:

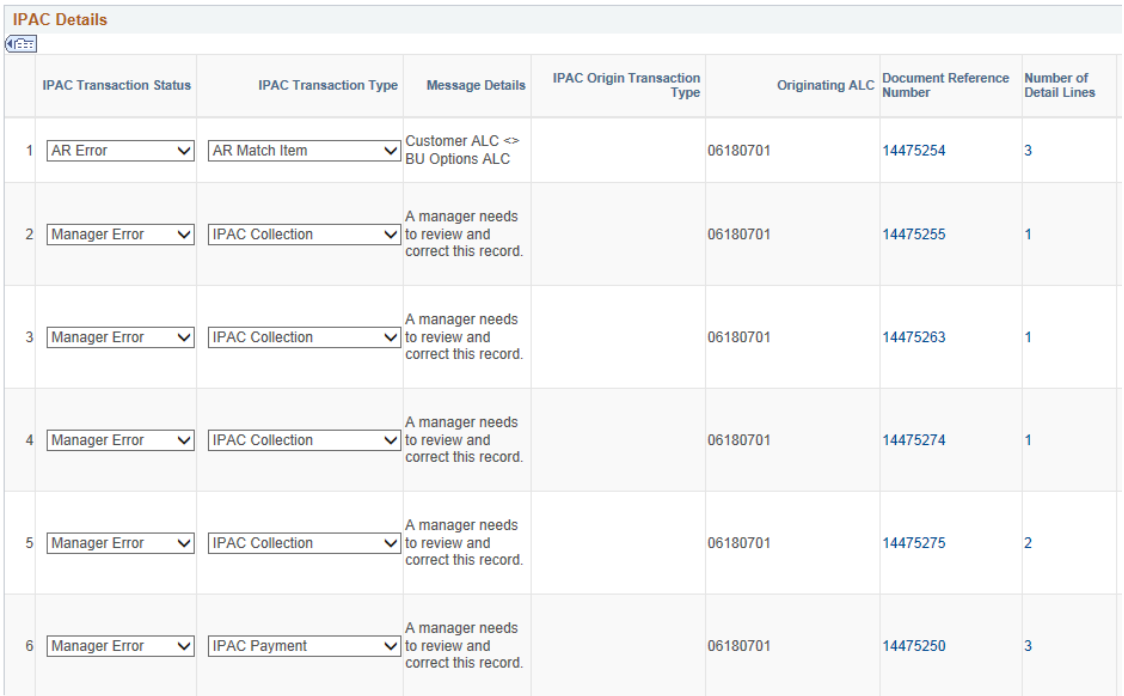
Accounts Payable, and then **Review Accounts Payable Info**, and then **Interfaces**, and then **IPAC Manager Workbench**

This example illustrates the fields and controls on the IPAC Manager Workbench page, showing the search results for the specified file. You can find definitions for the fields and controls under the AP IPAC Workbench page.

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This example illustrates the fields and controls on the IPAC Manager Workbench page – IPAC Details (1 of 3). You can find definitions for the fields and controls under the AP IPAC Workbench page.



This example illustrates the fields and controls on the IPAC Manager Workbench page – IPAC Details (2 of 3). You can find definitions for the fields and controls under the AP IPAC Workbench page.

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IPAC Amount	Comments	Customer Agency Location Code	Submitter ALC	Sender Disbursing Office	IPAC Transaction Id - Bulk Fmt	Accomplish Date
90,000.00		11000002	0	12345	20150014	04/10/2015
120,000.00		11000002	0	12345	20150015	04/20/2015
3,450.00		11000002	0	12345	20150022	04/21/2015
200,000.00		11000002	0	12345	20150033	04/05/2015
50,000.00		11000002	0	12345	20150034	04/05/2015
6,000.00		11000002	0	12345	20150010	04/10/2015

This example illustrates the fields and controls on the IPAC Manager Workbench page – IPAC Details (3 of 3). You can find definitions for the fields and controls under the AP IPAC Workbench page.

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IPAC Accounting Date	Contact Name	Phone Number	Email	Original Disbursing Office	Original Document Reference	IPAC Accounting Date
04/10/2015	First Last	877-440-9476	gary.ng@fake.gov			
04/20/2015	First Last	877-440-9476	gary.ng@fake.gov			
04/21/2015	First Last	877-440-9476	gary.ng@fake.gov			
04/05/2015	Gary Ng	877/440-9476	gary.ng@fake.gov			
04/05/2015	Gary Ng	877/440-9476	gary.ng@fake.gov			
04/10/2015	First Last	877/440-9476	gary.ng@fake.gov			

All transaction statuses for both Payables and Receivables are visible on the IPAC Manager Workbench. If the matching process is not able to determine whether the transaction is AP or AR, the status is set to *Manager Error.* The manager uses the IPAC Manager Workbench to review the record. The manager performs research to determine that the record should be

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assigned to AP or AR, updates the status to *AP Review,* and sets the transaction type to the appropriate type. The manager can also enter a note in the Comments field.

Field or Control	Description
Document Reference Number	Click the document reference link to transfer to the Receivables IPAC Workbench or the AP IPAC Workbench based on the transaction status.

The rest of the fields on the IPAC Manager Workbench are the same as those on the AP IPAC Workbench. For field definitions, see the AP IPAC Workbench Page.

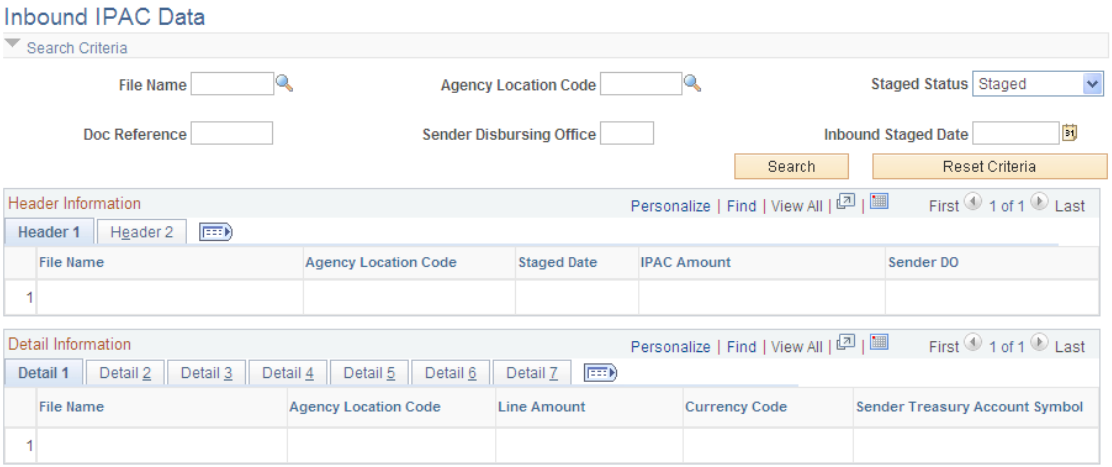
Inbound IPAC Data Page

Use the Inbound IPAC Data page (AP_IPAC_INBND_INQ) to view inbound IPAC data from files that have been loaded to the inbound IPAC staging tables.

Navigation:

Accounts Payable, and then **Review Accounts Payable Info**, and then **Interfaces**, and then **Inbound IPAC**, and then **Inbound IPAC Data**

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



> **Note**
>
> On this page, the *sending agency* is the supplier's agency, which is receiving the payment, and the *receiving agency* is the customer's agency—that is, your agency—which is making the payment.

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Search Criteria

Field or Control	Description
File Name	Enter the file name. Displays the concatenation of the file name + User ID of the user who loaded the file + date/time that the file was loaded.
Agency Location Code	Enter the ALC of the sending agency, which is the agency receiving the payment.
Inbound Staged Date	Enter the date the inbound IPAC file was loaded into the inbound IPAC staging tables using the Load Inbound IPAC process.
Staged Status	Select from: • *Error* • *Selected* • *Staged*
Doc Reference (document reference)	Enter the payment confirmation number.

Header Information

Field or Control	Description
Agency Location Code	Displays the sender's ALC.
IPAC Amount	Displays the total amount of the IPAC payment.
Sender DO (Sender Disbursement Office)	Displays the sender's disbursement office code.
Tran Set ID (transaction SetID)	Displays the transaction SetID. PeopleSoft Payables only processes inbound IPAC transactions whose transaction SetID is *810*, collection.
Customer ALC	Displays your ALC.

Detail Information

Each row in the Detail Information grid represents one voucher line-distribution line combination.

Field or Control	Description
Line Amount	Displays the amount for the voucher line-distribution line combination.
Sender Treasury Account Symbol	Represents the fund and appropriation to which the payment was made.
Contact Name	Displays a sender contact name.
IPAC Accounting Classification	Displays the accounting classification code that identifies a project. It was supplied by you, the customer, to the supplier when the goods or services were originally requested. This is identical to the **ACL/CD** (Accounting Classification Code) field on the IPAC Miscellaneous Description page (see Processing Outbound IPAC Transactions).

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Field or Control	Description
Receiver Department	Displays the two-digit code assigned by the Department of Treasury to the agency receiving the transaction (for inbound IPAC, your agency).
Description	Displays a description of the invoice line item.
Cross Reference Document	Displays the document reference number of the original IPAC payment for zero-dollar transactions.
Obligation Document Number	Displays the PO ID.
IPAC Pay Flag	Indicates whether a payment is *F,* final or *P,* partial.
IPAC Purchase Order	Displays the PO ID.
IPAC Quantity	Displays the item quantity.
Receiver Treasury Account Symb (receiver Treasury Account Symbol)	Represents the fund and appropriation upon which the payment is drawn.

Handling Advances for Federal Agencies

PeopleSoft Payables uses prepayment functionality to handle payment advances to employees. U.S. Federal agencies have one specific advance handling requirement which is not otherwise required for prepayments, which is that advances must be tied to existing purchase orders. To that end, when Enable Federal Payments is selected on the Installation Options - Payables page, the **Advance Payment Option** group box appears on the Invoice Information page for the prepayment voucher style. When you select **Use Advance Payment** in that group box, the system verifies that there is a purchase order associated with the prepayment.

To pay and record expenses against an advance:

1. Create a purchase order for the advance.
2. Create a prepayment voucher.
   a. Enter a voucher style of *Prepaid Voucher* on the add/search page when accessing the Voucher component.
   b. Select the **Use Advance Payment** option on the Invoice Information page, and enter the associated purchase order.
   c. Complete the voucher.

      See Entering Prepaid Vouchers Online.
3. Pay the voucher, either through the Pay Cycle process or manually.
4. Record expenses against the advance by creating a regular voucher in the Voucher component and applying it to the prepayment.

   See Applying Final Invoices to Prepayments.
   a. If the expense is more than the advance, the Voucher Posting process automatically schedules a payment for the difference.

      For example, if the advance is for 1000 USD and you enter an expense voucher against the advance for 1300 USD, the Voucher Posting process schedules a payment of 300 USD to the employee.

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b. If the expense is less than the advance, then enter two distribution lines on the expense voucher, one for the expense, the other a credit to cash.

   For example, if the advance is for 1000 USD and the expense voucher is for 800 USD, enter an expense distribution of 800 USD and a credit to cash distribution of 200 USD.

   Enter and collect the receivable using your receivables processes.

Related Topics

- Understanding Pay Cycle Processing
  The Pay Cycle process is a flexible tool. You can review payments after specific processing steps—such as after payment selection and before payment creation—and correct exceptions before proceeding to the next step. Or you can run the Payment Selection and Payment Creation processes together if you do not need to review the payments after selection. If you have a large payment run and only a very small percentage of exceptions, you do not have to delay payment processing—you can continue the current pay cycle, resolve exceptions, and then process the payments in a different pay cycle run.

Creating SAM Payment Holds

This section provides an overview of SAM payment holds and discusses how to create SAM payment holds.

Pages Used to Create SAM Payment Holds

Page Name	Definition Name	Usage
Voucher - Payment Page	VCHR_PAYMENT_PNL	Create voucher payments, including voucher payment holds.
Quick Invoice - Payment Details Page	VCHR_PYMNT_QV_SEC	Create voucher payments, including voucher payment holds.
Inquire SAM File Information Page	AP_SAM_FILE_INQ	Review the file status load information.

Understanding SAM Payment Holds

When a SAM supplier is in an expired status, any payments to the supplier must be evaluated by an end user and put on hold when required. For regular vouchers and Quick Invoice vouchers, the system displays a warning message when you enter payments for expired SAM suppliers. The warning message provides the user with an option to set the payment on hold and provide a reason code for putting the payment on hold. During the SAM Inbound File process, the system automatically takes payments off hold if the SAM supplier has re-registered and is no longer considered expired. The system displays payments taken off hold on the Inquire File Load Status page.

Voucher - Payment Page

Whether you create a SAM voucher using the Regular Voucher entry page or the Quick Invoice, the hold payment process is the same.

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Use the Voucher - Payments page (VCHR_PAYMENT_PNL) to create voucher payments, including voucher payment holds.

Navigation:

Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **Regular Entry**, and then **Payments**

When you click Save, a message is displayed that the SAM Supplier is expired and if you want to put the Payment on Hold. When you click OK, the system automatically selects the Hold check box and SAM is entered in the Hold Reason field. Alternatively, you can manually enable:

1. Select the **Hold** check box.
2. Enter SAM in the **Hold Reason** field.
3. Complete entering voucher information, and click **Save.**

Processing System for Award Management Data

Pages Used to Process SAM Data

Page Name	Definition Name	Usage
Load Supplier SAM File Page	RUN_SAM_LOAD	Run the Load process to create and update suppliers or customers. **Note:** Run the process from Suppliers to create and update existing suppliers.
Inquire SAM File Information Page	AP_SAM_FILE_INQ	View the SAM Load status.
SAM Entity Inquiry Page	USF_INQUIRE	View entity records and create either suppliers or customers.
SAM Entity Create Supplier Page	USF_CREATE	Create a supplier with the entered commercial or federal entity information.
SAM Entity Create Customer Page	USF_CREATE	Create a customer with the entered federal entity information.

Load Supplier SAM File Page

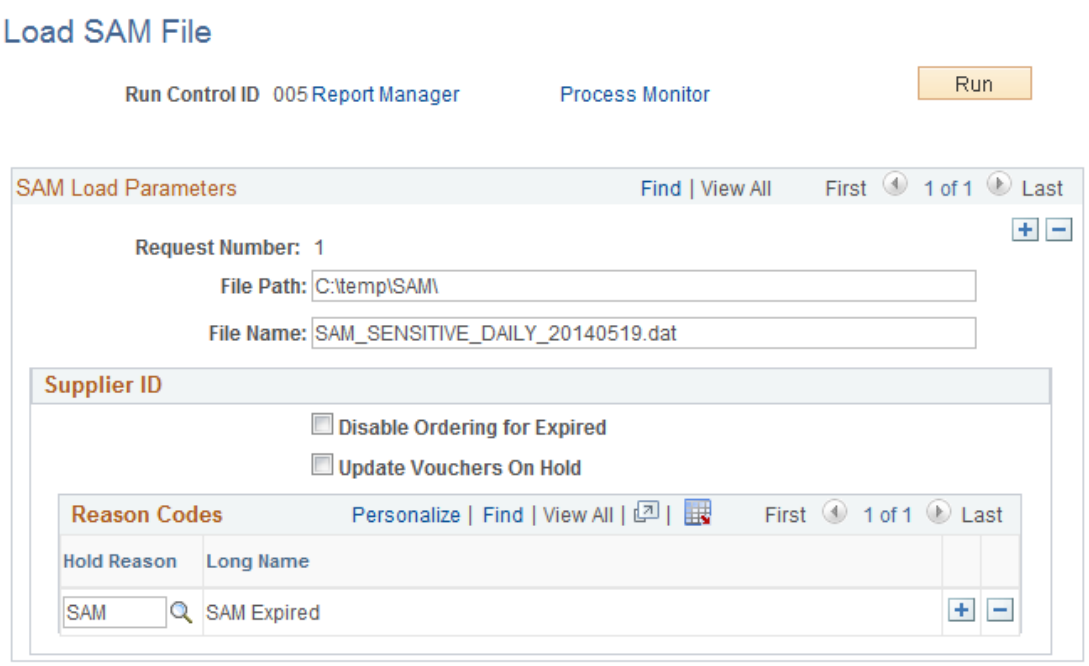
Use the Load SAM File (RUN_SAM_LOAD) page to create and update existing SAM suppliers or customers.

Navigation:

Suppliers, and then **System for Award Management** , and then **Load SAM File**

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

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Field or Control	Description
Request Number	Enter a processing request number.
File Path and File Name	Enter a file path and a specific file name for processing.
Disable Ordering for Expired	Select to prevent the system from creating purchase orders and vouchers for expired suppliers.
Update SAM Vouchers On Hold and Hold Reason	Select to enable held SAM vouchers to be processed and to define the held voucher types that the system will update.

Inquire SAM File Information Page

Use the Inquire SAM File Information (RUN_SAM_LOAD) page to view the SAM Load status.

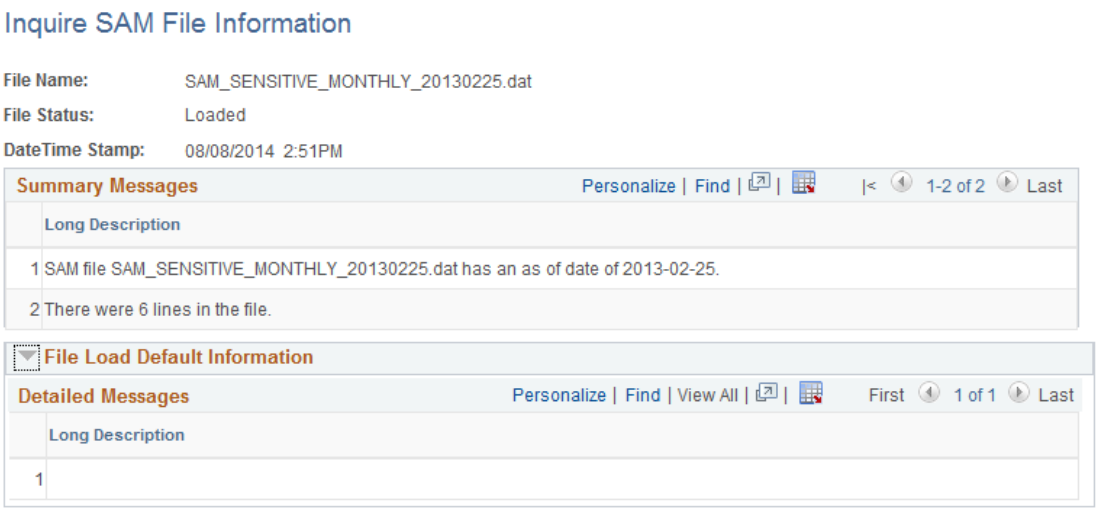
Navigation:

Suppliers, and then **System for Award Management** , and then **Inquire SAM File Load.**

Customers, and then **Customer Information**, and then **System for Award Management** , and then **Inquire SAM File Load.**

This example illustrates the fields and controls on the Inquire SAM File Information page.

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You can search the loaded files by either the File Name or the File Status. The Summary Messages section lists the date on which the file was processed and how many lines were in the file. The File Load Default Information section lists any field defaults assigned by the process as well as any warnings or error messages.

SAM Entity Inquiry Page

Use the SAM Entity Inquiry (USF_INQUIRE) page to view all the entity records and create either suppliers or customers.

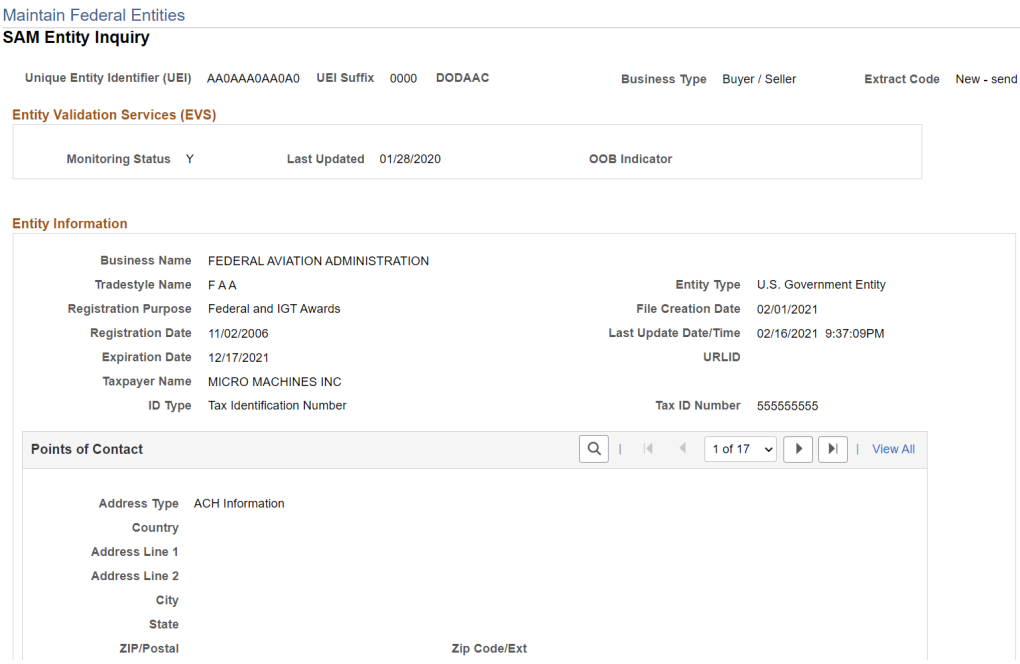
Navigation:

Suppliers, and then **System for Award Management** , and then **Maintain SAM Entities.**

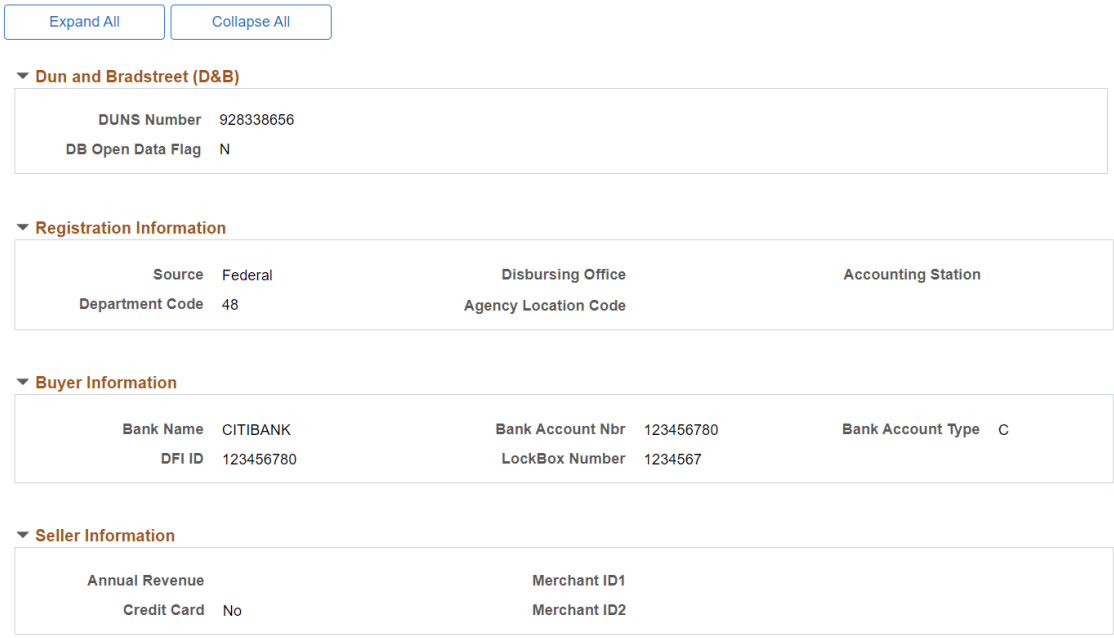
Customers, and then **Customer Information**, and then **System for Award Management** , and then **Maintain SAM Entities.**

This example illustrates the fields and controls on the SAM Entity Inquiry page 1 of 4. You can find definitions for the fields and controls later on this page.

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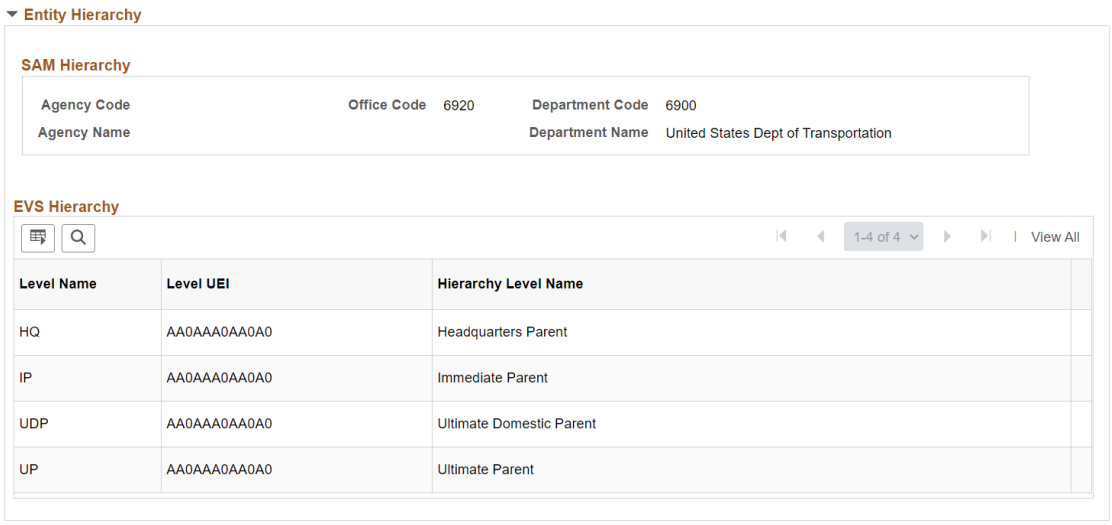


This example illustrates the fields and controls on the SAM Entity Inquiry page 2 of 4. You can find definitions for the fields and controls later on this page.

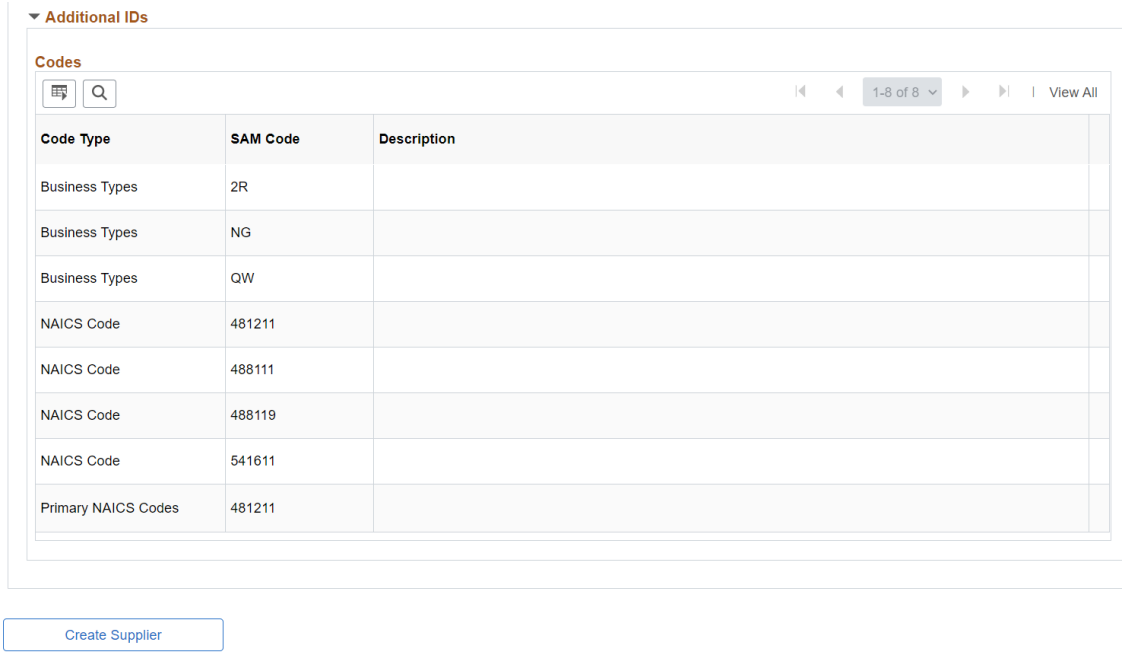


This example illustrates the fields and controls on the SAM Entity Inquiry page 3 of 4. You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the SAM Entity Inquiry page 4 of 4. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Taxpayer Name	Displays the Taxpayer's name.
Suppliers	Click this link to access the Supplier Information page for this supplier.

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Field or Control	Description
Create Supplier/Customer	Click to access the SAM Entity Create page and to use this page to create a new supplier. **Note:** For Suppliers - The Create Supplier button appears only when the Maintain Entities page is accessed from the Supplier menu. If the Entity Type is Federal, the Business Type must be either seller or buyer/seller for the Create Supplier button to appear. For Customers - The Create Customer button appears only when the Maintain Entities page is accessed from the Customer menu AND the Entity Type is Federal with a Business Type of Buyer or Buyer/Seller.
Business Name	Displays the legal business name of the entity.
Cage Code	Displays the Commercial And Government Entity (CAGE) Code, which is a unique identifier assigned to an entity which provides a standardized method of identifying a given facility at a specific location. All U.S. entities must meet a CAGE Code validation process, or will be assigned one by the Defense Logistics Information Service (DLIS).
Entity Type	Displays the structure of the entity as defined by the IRS.
Tradestyle Name	Displays the *Doing Business As* name of the entity. This name must be different from the Legal Business Name.
.csv File Date	Displays the date of the file that last updated the entity record.
Registration Date	The date the initial entity registration was submitted, this date will not change.
Entity Start Date	Displays the date the entity was started or acquired.
Expiration Date	Displays the system generated date for the date when the entity's registration expires.
ID Type	Displays the Tax Identifier type.
Tax ID Number	Displays the Taxpayer Identification Number (TIN) for an Entity, either Social Security Number for Sole Proprietors, or Employer Identification Number (EIN). The EIN will be validated by the Internal Revenue Service (IRS).
Address Type	Displays the type of address.
DUNS	Displays the entity’s DUNS number.
DB Open Data Flag	Indicates whether the Business name and Physical address are sourced from D&B. The options displayed are Y or N.
Disbursing Office	Displays the unique symbol assigned by the Treasury IPAC system for the disbursing office. The disbursing office has a relationship to the agency location code.
Department Code	Displays the Agency/Department code derived from the Treasury Index.

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Field or Control	Description
Agency Location Code	Displays the Agency Location Code, which is used to identify accounting reports and documents prepared by or for agency accounting stations and disbursing offices. The Agency Location Code is provided by Treasury.
Debt Subject To Offset	Displays the Debt Subject To Offset (Flag) which tracks status of an outstanding Delinquent Federal Debt owed by the registrant. This flag set to Yes (Y) indicates that the registrant has been determined to have a delinquent obligation owed to the U. S. Federal Government as shown by records at the Department of the Treasury. No (N) means the Treasury Department found no delinquent obligation. A non-entry [-] indicates that this registrant has not yet been verified with Treasury. Foreign registrations are not verified.
Accounting Station	Displays the Accounting Station (Fiscal Station Number), which is a six-digit number that identifies the activity which is responsible for performing the official accounting and reporting for the funds.
Credit Card Selection	Displays whether an entity is willing to be paid by Government credit card. “Y” indicates that they will and “N”, the default, indicates they will not.
ABA Routing Number	Displays the entity's American Bankers’ Association (ABA) Routing Number. This number must correspond to the name of the financial institute.
Account Number	Displays the entity's financial account number.
Annual Revenue	Displays the agency's total revenue from Intra-governmental sales for the previous fiscal year.
Merchant ID1	Displays the number assigned to an entity by the bank that processes their credit card receipts. The Merchant ID Number is similar to a routing number. This field is for Government Use Only.
Merchant ID2	Displays an alternate ID to Merchant ID 1. It is used if the registering entity has two routing numbers (uses both banks). This field is for Government Use Only.
Level Name	Indicates whether the row is for the Immediate Parent, Headquarters Parent, Ultimate Domestic Parent, or Ultimate Parent.
Level UEI	Displays the Unique Entity Identifier (UEI) for the parent entity.
Hierarchy Level Name	Displays the description of the parent entity (For parent, Parent Name is entered here. For SAM, any other description sent in the SAM file for the parent entity).
Hierarchy Department Code	Displays the Agency/Department code derived from the Treasury Index.

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Field or Control	Description
Agency Code	Displays the code for the U.S. Government Agency derived from the NIST 800-87 listing.
Code Type	Identifies whether the code is Business Type (BUS), Federal Supply Class (FSC), Organization Code (ORG), Public Service Codes (PSC), Standard Industry Codes (SIC), NAICS Code (USA), USE (NAICS Code Exception), or USP (Primary NAICS Code).
Supplier/Customer SetID	Displays to identify the SetID of the supplier/customer previously built from this entity.
Supplier/Customer	Displays to identify the supplier/customer previously built from this entity.
Status	Displays to identify the status of the supplier/customer.
Name	Displays to identify the supplier/customer name.
Corporate SetID	Displays the SetID of the immediate parent.
Corporate Supplier/Customer	Displays the supplier/customer ID of the immediate parent.

SAM Entity Create Supplier Page

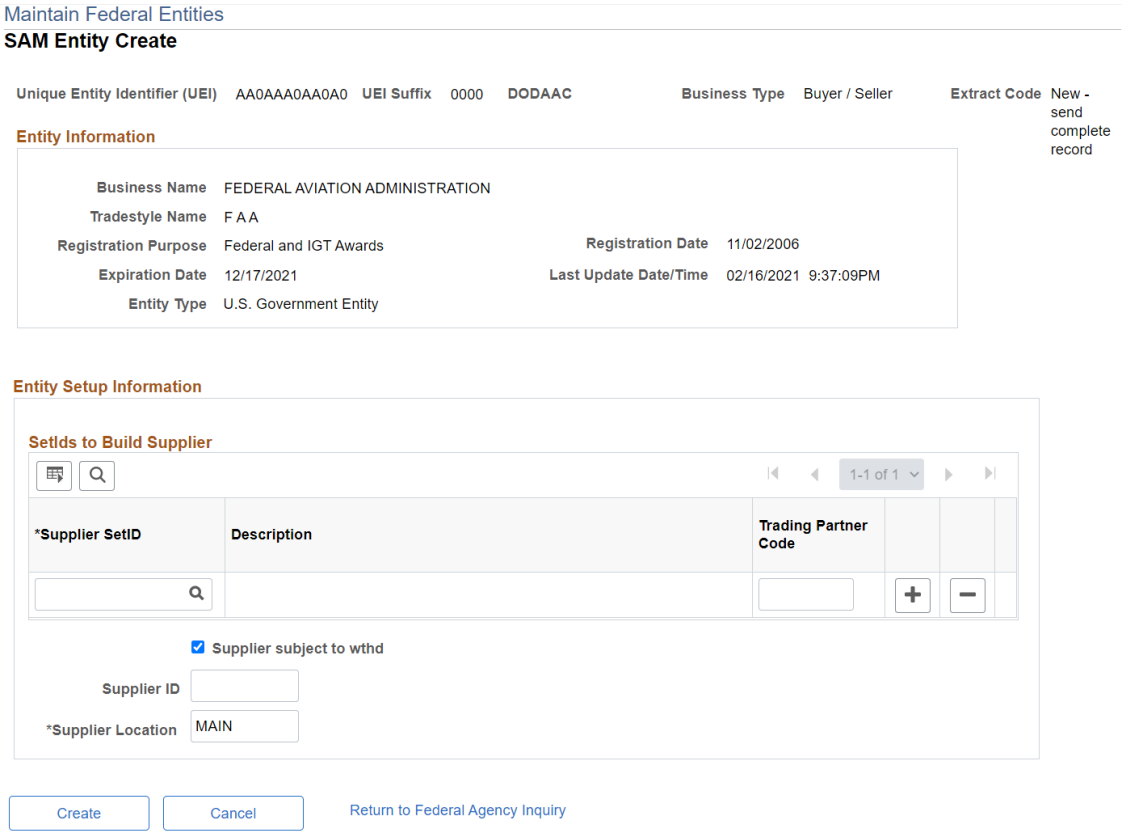
Use the SAM Entity Create (USF_CREATE) page to create a supplier with the entered staged entity information.

Navigation:

Suppliers, and then **System for Award Management** , and then **Maintain SAM Entities.** Click the Create Supplier button.

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

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Field or Control	Description
Supplier SetID	Select a SetID with which you want to build the supplier. You can add set IDs. **Note:** For a given SetID, you can build the supplier only once.
Trading Partner Code	Enter the Trading Partner Code value for the agency, if building a customer for a federal agency.
Supplier subject to withholding	Deselect this check box if the supplier is not subject to withholding. If suppliers are subject to withholding, the system prompts you to enter the required information after it completes the supplier creation process.
Supplier ID	Enter an ID number. If you leave this field blank, the system automatically assigns a supplier ID number.
Supplier Location	Displays the default value of MAIN, which you can override.
Create	Click to create a supplier using the entered supplier and staged entity information. The system will display a confirmation message; click Yes to continue creating a SAM supplier.
Cancel	Click to clear the values on this page and return to the SAM Entity Inquiry page.

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Field or Control	Description
Return to Federal Agency Inquiry	Click to return to the Federal Agency Inquiry page. The system does not clear the populated values and if you transfer back to the create page, these values will remain populated for the current session.

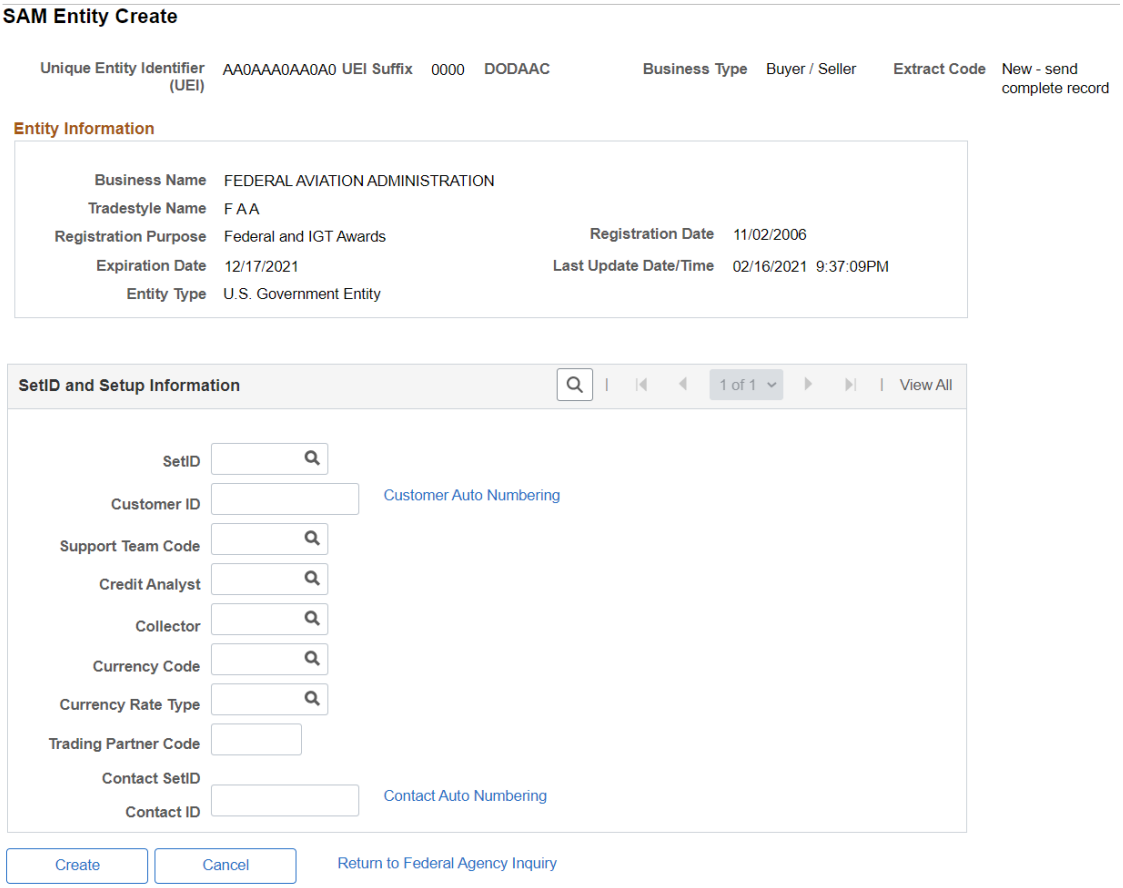
SAM Entity Create Customer Page

Use the SAM Entity Create (USF_CREATE) page to create a customer with the entered staged entity information.

Navigation:

Customers, and then **Customer Information**, and then **System for Award Management** , and then **Maintain SAM Entities.** Click the Create Customer button.

This example illustrates the fields and controls on the SAM Entity Create Customer page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
SetID	Select a SetID with which you want to build the customer. You can add set IDs.

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Field or Control	Description
Customer ID	Enter a customer ID or leave blank for the system to use Auto Numbering.
Trading Partner Code	Enter the Trading Partner Code value for the agency.
Create	Click to create a customer using the entered customer and staged entity information. When the customer is created successfully you will get a message that the customer has been created successfully. When you click the OK button, you will be transferred back to the SAM Entity Inquiry page where the new customer will be listed in the customer grid and a link will be enabled so you can transfer to the Customer component.
Cancel	Click to clear the values on this page and return to the SAM Entity Inquiry page.
Return to Federal Agency Inquiry	Click to return to the Federal Agency Inquiry page. The system does not clear the populated values and if you transfer back to the create page, these values will remain populated for the current session.

Processing Payment Information Repository Reporting

Payment Information Repository (PIR) is the only method available for Non-Treasury Disbursing Offices (NTDOs) to report TAS/BETC transactions to Treasury and have them transmitted to Treasury's Central Accounting & Reporting System (CARS). An NTDO is defined as a Federal Government agency/officer given authority to disburse funds, pursuant to Title 31 U.S.C., or that has statutory disbursing authority. NTDOs do not disburse funds through Treasury but could either use third party checking printing services from a commercial bank or disburse from either a Federal Reserve Bank (FRB) or a Regional Financial Center (RFC). NTDO agencies will be required to submit detailed Payment and Accounting data, including TAS/BETC classifications, to the PIR via a standardized file format referred to as the Standard Reporting Format (SRF). Most agencies are Treasury Disbursing Offices (TDOs) meaning that the agency sends Treasury a payment file and Treasury disburses funds on behalf of the agency.

The Payment Information Repository selection process selects payments recorded in PeopleSoft Accounts Payable using the criteria specified on the run control as well as detailed in the payment selection section on the PIR Payment Selection Request page. The PIR processes run as separate processes following pay cycle and bank reconciliation or federal schedule ID reconciliation, if used.

After running PIR Payment Selection the selected payments are reviewed on the PIR Workbench. The Workbench is used to enter the Voucher Number, Voucher Date, Voucher Type, and PIR Classification for all selected payments. Additionally, payments can be excluded from reporting on this page, as deemed necessary by the agency to meet PIR reporting requirements.

Once payments are selected, reviewed, and updated on the Workbench they are marked to be selected by the PIR SRF File Creation process. The PIR SRF file creation process runs on the mapped selections to create the SRF file.

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Pages Used to Process PIR

Page Name	Definition Name	Usage
PIR Definition Page	PIR_DEFINITION	Select bank accounts, payment methods, and EFT layout codes for PIR reporting.
PIR Payment Selection Page	PIR_PMT_SELECTION	Select payments and cancellations for PIR reporting.
PIR Workbench Page	PIR_WORKBENCH	Select payments and cancellations for PIR reporting.
PIR SRF File Creation Page	PIR_SRF_CREATION	**Create the SRF file.**

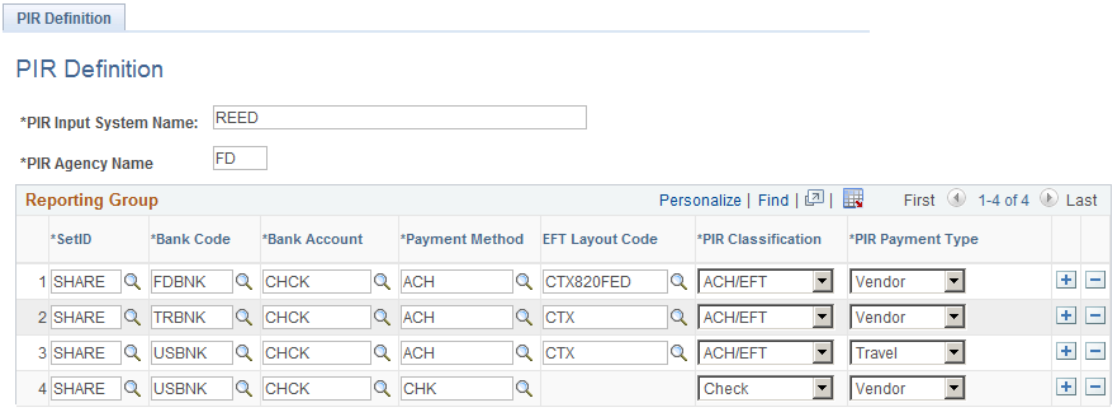
PIR Definition Page

Use the PIR Definition page (PIR_DEFINITION) to select bank accounts, payment methods, and EFT layout codes for PIR reporting and to specify how the payments should be reported.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Payments**, and then **PIR Definition**

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



Field or Control	Description
Input System	Enter the Treasury assigned PIR Input System name.
PIR Agency Name	Enter the Treasury assigned PIR Agency name.
SetID	Enter the SetID of the bank to be selected.

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Field or Control	Description
Bank Code	Enter the bank code for selection. This field lists only banks associated with ALCs where the Non-Treasury Disbursed ALC check box is selected on the ALC Agency Location Code tab and the Reporter Category for the ALC contains AP Payments.
Bank Account	Enter the bank account for selection. This field lists only bank accounts set up for the selected SetID and Bank Code.
Payment Method	Enter the payment method for selection. This field only lists payment methods set up for the selected SetID, Bank Code, and Bank Account.
EFT Layout Code	Select the EFT layout code for EFT, ACH, and WIR payment methods. This field is only available when the Payment Method is EFT, ACH, or Wire and displays only EFT layout codes set up for the selected SetID, Bank Code, Bank Account, and Payment Method.
PIR Classification	Select the PIR classification for reporting payments from options: • ACH/EFT • Check • Wire • International
PIR Payment Type	Select the payment type for the bank account/ payment method from options: • Vendor (VNDR) • Misc (MISC) • Travel (TRVL) **Note:** : Payment Type Code is assigned at the payment method/layout level. Separate payment methods and/or EFT layout codes may be necessary to denote payment type.

PIR Payment Selection Page

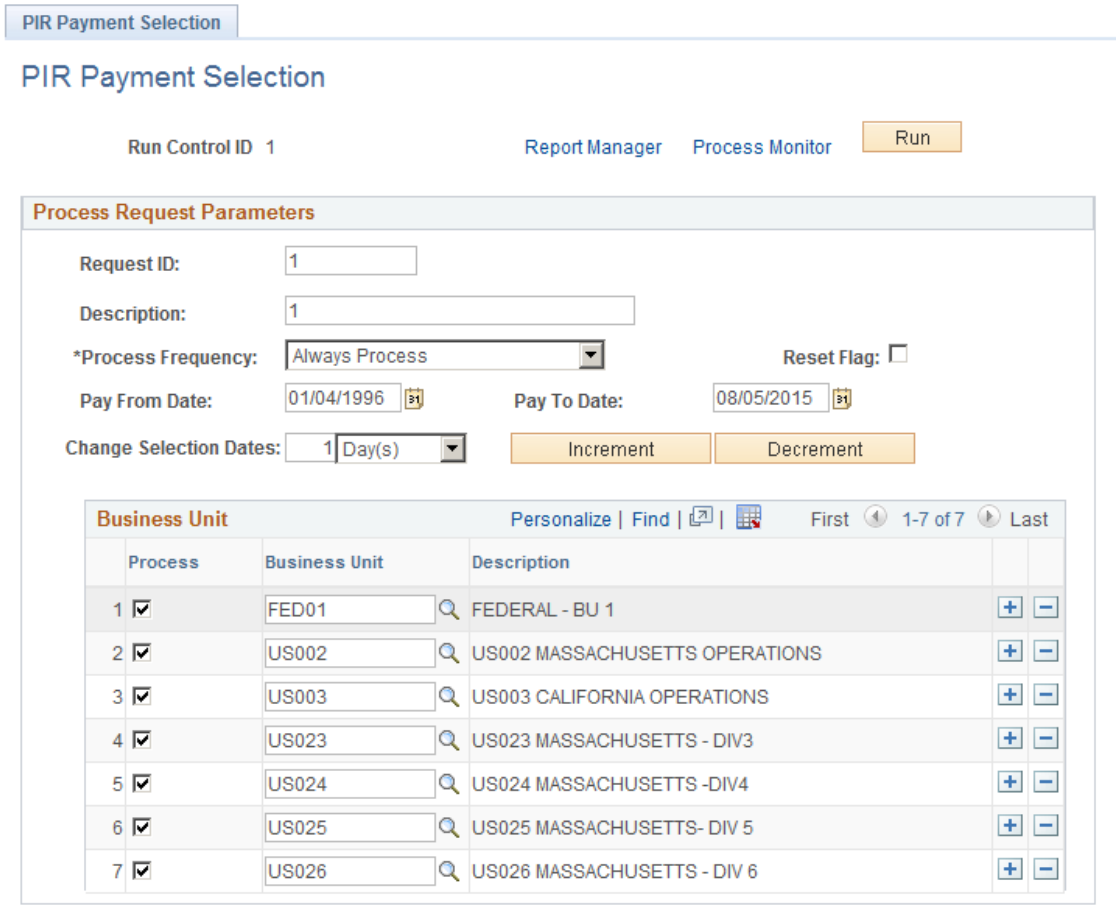
Use the PIR Payment Selection (PIR_PMT_SELECTION) page to select payments and cancellations for PIR reporting.

Navigation:

Accounts Payable, and then **Batch Processes**, and then **Payments**, and then **PIR Payment Selection**

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

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Field or Control	Description
Request ID	Enter a Request ID.
Description	Enter a description of the request.
Process Frequency	Select the process frequency from options: • Always Process • Don't Process • Process Once
Reset Flag	Select to unmark payments that have been selected but not reported (those not selected by the PIR SRF File Creation process) using the entered selection criteria — Business Unit and Payment Date.
Process	Select the business unit process to select payments by the specified BU.
Business Unit	Enter the AP Business Unit(s) from which payments are to be selected.
Description	Displays the description of the selected AP Business Unit.
Pay From Date	Enter the date from which payments are to be selected.
Pay To Date	Enter the date to which payments are to be selected.

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Field or Control	Description
Change Selection Dates	Enter a value and change the specified payment dates by Day(s), Month(s), or Week(s). Click Increment to advance dates by the entered amount, or click Decrement to decrease dates by the amount. **Note:** After the system runs the PIR Payment Selection process, the dates automatically increment by the amount specified on the same run control.

The PIR Selection Process uses the following criteria to select payments and cancellations:

Payments

- Fields identified on the run control as well as the date criteria applied to the Payment Date field on the Payment Table.
- Bank accounts/payment methods/EFT Layout Codes/PIR Classification/PIR Payment Type entered on the PIR Definition page.
- Federal Payment that has been paid and reconciled through federal schedule ID reconciliation.
- Non-federal Payment requiring bank reconciliation that is paid and reconciled.
- Non-federal Payment not requiring bank reconciliation that is paid but not reconciled.
- Payments that haven't already been selected by the PIR SRF File Creation process.

Payment Cancellations

- Fields identified on the run control as well as the date criteria applied to the Cancel Date field on the Payment Table.
- Bank accounts/payment methods/ EFT Layout Codes/PIR Classification/PIR Payment Type entered on the PIR Definition page
- Payment Cancellations that haven't already been selected by the PIR SRF File Creation process.
- ACH/EFT Payment cancellations using run control criteria as well as the date criteria on the PIR Payment Selection page.

The PIR Payment Selection process selects payments recorded in Payables according to the above criteria and then marks them to be selected by the PIR SRF File Creation process. If the same parameters are entered and run more than once, the process will only pick up payments that haven't been selected by the PIR SRF File Creation process previously. Therefore, if a user runs the selection process and notices an issue when reviewing on the PIR Workbench, the issue can be corrected and the selection process can be made to rerun.

> **Note**
>
> The ENTIRE payment is selected for reporting. If multiple vouchers in different business units are paid in the same payment, ALL voucher distributions are selected for payment regardless of the Business Unit on the PIR Payment Selection run control and the payment is marked as Selected.

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PIR Workbench

After running PIR Payment Selection the PIR Workbench is used to review the payments that were selected. This PIR Workbench page is used to enter the Voucher Number, Voucher Date, and Voucher Type for all selected payments. The PIR Classification Code can be overridden for manual payments through this page. Additionally, payments can be excluded from reporting on this page, as deemed necessary by the agency to meet PIR reporting requirements.

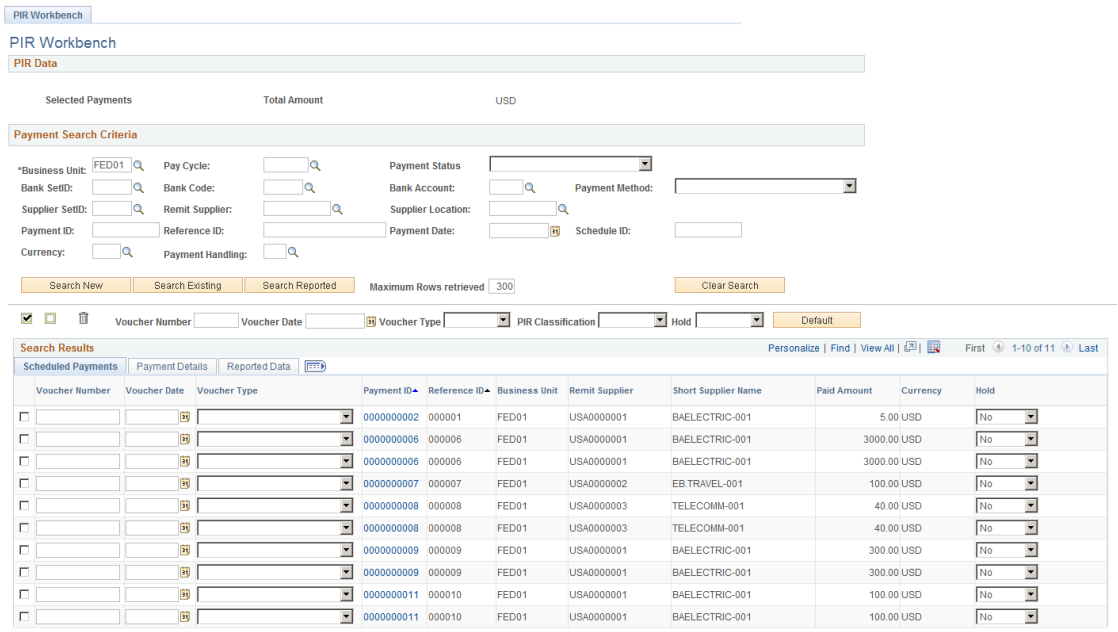
PIR Workbench Page

Use the PIR Workbench (PIR_WORKBENCH) page to review the selected payments.

Navigation:

Accounts Payable, and then **Review Accounts Payable Info**, and then **Payments**, and then **PIR Workbench**

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



Enter the payment search criteria to list payments based on the criteria selected.

Field or Control	Description
Selected Payments	Displays the number of payments already selected with status Selected and Saved or Existing.
Total Paid Amount	Displays the total paid amount for payments already selected with status Selected and Saved or Existing.

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Field or Control	Description
Business Unit	Enter a Payables business unit to search for payments by Payables business unit.
Search New	Click to search for payments selected for reporting by the PIR Payment Selection process but NOT previously saved in the list using the entered search criteria.
Search Existing	Click to search for payments selected for reporting by the PIR Payment Selection process AND previously saved in the list using the entered search criteria.
Search Reported	Click to search for payments reported by the SRF File Creation process using the entered search criteria.
Max Rows	Enter a number to return a limited number of search rows when searching for payments.
Remove from List	Click to remove the payment from the search results. This is helpful when you want to set default values to a group of payments.
Voucher Number	Enter a voucher number to set as default for all selected payments in the search results grid.
Voucher Date	Enter a voucher date to set as default for all selected payments in the search results grid.
Voucher Type	Enter a voucher type to set as default for all selected payments in the search results grid. Valid values are 5515 or 215.
PIR Classification	Enter a PIR Classification to set as default for all selected manual payments in the search results grid. Valid values are ACH/EFT, Check, Wire, or International.
Hold	Select a Hold value to set as default for all selected payments in the search results grid. Valid values are Y and N. Setting this value to Y will exclude the payment from PIR reporting.
Default	Click to set the entered Voucher Number, Voucher Date, Voucher Type, PIR Classification, and/or Hold value as default values to the selected payments in the search results grid.

Selected Payments

Field or Control	Description
Voucher Number	Enter a voucher number that applies to the payment. This value can be taken from the Voucher Number default field. Once the payment has been selected by the PIR SRF Creation process this field is not available for entry. This field is required for all non-held non-check payments in the search results grid in order to save the page.

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Field or Control	Description
Voucher Date	Enter a voucher date that applies to the payment. This value can be taken from the Voucher Date default field. Once the payment has been selected by the PIR SRF Creation process this field is not available for entry. This field is required for all non-held non-check payments in the search results grid in order to save the page.
Voucher Type	Enter a voucher type that applies to the payment. This value can be taken from the Voucher Type default field. Valid values are 5515 or 215. Once the payment has been selected by the PIR SRF Creation process this field is not available for entry. This field is required for all non-held non-check payments in the search results grid in order to save the page.
Payment ID	Displays payment IDs and when you click an ID link the details of the payment inquiry are displayed in a new window. You can also view the voucher data on the same page.
Hold	Select Y or N to denote whether the payment is on hold (currently not part of the list) or not on hold (currently included in the list).
Save	Click to save all of the selected payments in the list. Upon saving, selected payments cannot be selected again. Previously selected payments are not displayed in the search results when you search using Search New. **Note:** When you click Save the search criteria is also saved. When you access the Workbench page the saved search criteria is populated.

PIR SRF File Creation Page

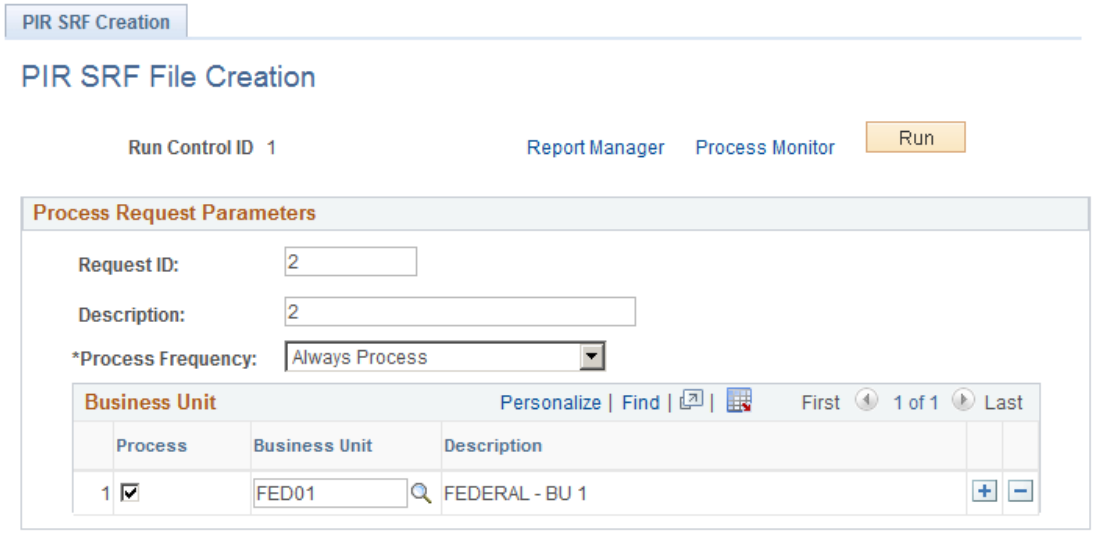
Use the PIR SRF File Creation (PIR_SRF_CREATION) page to create the SRF file.

Navigation:

Accounts Payable, and then **Batch Processes**, and then **Payments**, and then **PIR File Creation**

This example illustrates the fields and controls on the PIR SRF File Creation page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Request ID	Enter a Request ID.
Description	Enter a description of the request.
Process Frequency	Select the process frequency from options: • Always Process • Don't Process • Process Once
Process	Click to select payments by the identified AP business unit.
Business Unit	Enter the AP Business Unit(s) from which payments are reported. **Note:** The PIR file will be stored in the same directory with other trace/log files and will not be accessible via Process Monitor. **Note:** The ENTIRE payment will be selected for reporting. If multiple vouchers in different business units are paid in the same payment, ALL voucher distributions will be selected for payment regardless of the Business Unit on the PIR Payment Selection run control. Then the entire payment will be marked as Reported.

U.S. Federal G-Invoicing Processing

The U.S. Federal Government Department of the Treasury implemented the G-Invoicing system to manage intra-governmental (IGT) buy sell transactions. IGT transactions result from business activities conducted between two federal entities known as trading partners. G-Invoicing provides a common platform for all IGT Buy/Sell activity.

G-Invoicing supports all four stages of the IGT Buy/Sell transaction lifecycle:

- *General Terms and Conditions (GT&C)*: Identify the general terms that govern Buy/Sell trades between the Requesting Agency and the Selling Agency, including roles and

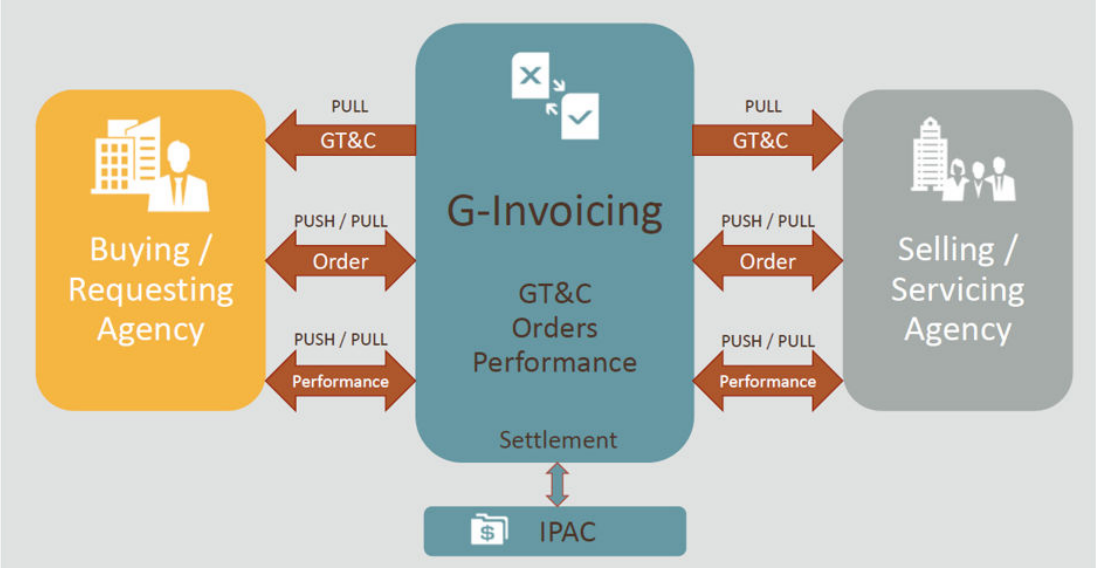
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responsibilities for both agencies to ensure effective management of the inter-agency agreement.

- *Orders*: Specifies the quantity of goods or services ordered.
- *Performance*: Goods/services are delivered/performed by the Selling Agency and received by the Requesting Agency.
- *7600EZ*: This business process allows direct vouchering by the supplier and eliminates the entry of an order in the G-Invoicing system. Note that a voucher is to be created in the PeopleSoft business process based on the G-Invoicing order type (Accepted, Invoice, Rejected, and Reversed).
- *Funds Settlement*: Funds are transferred directly between G-Invoicing and the Federal government Intragovernmental Payment and Collection system (IPAC).

PeopleSoft provides Buying Agency integration with the U.S. Federal Government G-Invoicing system.

G-Invoicing Process



PeopleSoft Payables supports the Requesting Agency's Procure-to-Pay business process for G-Invoicing with the following functionality:

- *GT&C*: For more information, see PeopleSoft Purchasing: Understanding U.S. Federal G-Invoicing Processing
- *Orders*: For more information, see PeopleSoft Purchasing: Understanding U.S. Federal G-Invoicing Processing
- *Performance*
  - Pull Performance API pulls transactions including Advances and Delivered/Performed transactions.
  - The Update Advances workbench is used to view and also update G-Invoicing advance transactions with General Ledger Account and Entry Event values so prepaid vouchers can automatically be created.
  - Voucher Build automatically creates Prepaid Vouchers using the Advance performance transactions and Journal Vouchers for negative Advance performance transactions.

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  - Delivered/Performed transactions are built into receipts in Purchasing and can leverage Evaluated Receipt Settlement to create PO vouchers. The Evaluated Receipt Settlements process has been updated to create G-Invoicing vouchers and payments and reference associated prepaid vouchers so it can automatically be applied.
  - The G-Invoicing Budget Checking process is used to run budget checking, document tolerance, and matching as well as create manual payments for G-Invoicing vouchers.

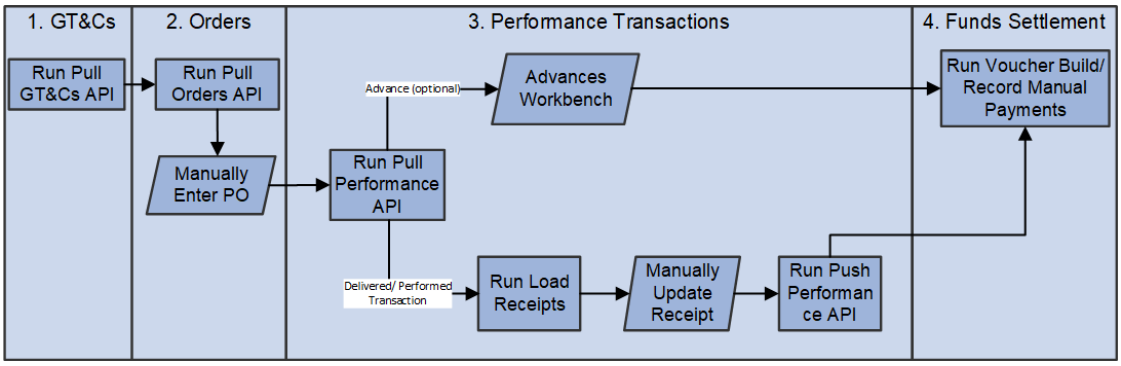
  Refer to PeopleSoft Purchasing: Understanding U.S. Federal G-Invoicing Processing for more information on how Received/Accepted performance transactions are processed.

- *7600EZ*
  - It primarily supports the high volume of transactions for the General Services Administration (GSA) and the Government Publishing Office (GPO).
  - Regular and reversal vouchers can be created by referring to the EZ number.
  - EZ invoices can be rejected by entering a Reversal Voucher and send notification to the G-Invoicing system using push 7600EZ API.
  - 7600EZ APIs use pull/push REST Services to transfer transactions.
- *Funds Settlement*: G-Invoicing initiates the transfer of funds using IPAC. A process is available to record G-Invoicing vouchers as manual payments since the funds have been settled with IPAC.

PeopleSoft Payables G-Invoicing Business Processes

PeopleSoft provides integration that supports the G-Invoicing Requesting Agency intragovernmental Procure-to-Pay business process. The G-Invoicing Procure-to-Pay process includes several APIs and processes in PeopleSoft as well as some manual steps.

G-Invoicing Procure-to-Pay Process



Stage	G-Invoicing Steps	PeopleSoft Steps
1. GT&Cs	GT&Cs are entered directly into G-Invoicing.	Refer to PeopleSoft Purchasing: Understanding U.S. Federal G-Invoicing Processing for more information.
2. Orders	Orders are entered manually into G-Invoicing.	Refer to PeopleSoft Purchasing: Understanding U.S. Federal G-Invoicing Processing for more information.

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Stage	G-Invoicing Steps	PeopleSoft Steps
3. Performance Transactions		Performance transactions are pulled into PeopleSoft or pushed into G-Invoicing using the Performance API.
4. 7600EZ	Select *7600EZ* as Business Application on the Header Details.	All new G-Invoicing APIs will employ a push/pull model utilizing REST services. Vouchers are entered into PeopleSoft with a reference EZ number. EZ Invoices can be rejected by entering a Reversal Voucher.
Advance payments (‘548’)	Entered into G-Invoicing by the seller.	Advances are loaded to the Advances workbench for updating using the Pull Performance API. Advances can be built into prepaid vouchers using Voucher Build.
Adjustments to advances (negative ‘548’)	Entered into G-Invoicing by the seller.	Advance adjustments can be built into journal vouchers using Voucher Build.
Delivered/performed transactions (‘035’)	Entered into G-Invoicing by the seller.	Delivered/Performance transactions are loaded as Advanced Shipping Notices (ASNs) in Purchasing using the Pull Performance API. ASNs can be built into Receipts by Load Receipts and leverage ERS for Payables to create vouchers.
Received/accepted transactions (‘050’)	Received from PeopleSoft using API.	Refer to PeopleSoft Purchasing: Understanding U.S. Federal G-Invoicing Processing for more information.
Adjustments to received/ accepted transactions (negative ‘050’)	Received from PeopleSoft using API.	Refer to PeopleSoft Purchasing: Understanding U.S. Federal G-Invoicing Processing for more information.
Adjustments to delivered/ performed transactions (negative ‘035’)	Entered into G-Invoicing by the seller.	Adjustments are received through the Pull Performance API. These transactions must be reviewed and handled manually in PeopleSoft.
Deferred payment transactions (‘014’)	Entered into G-Invoicing by the seller to communicate the amount/percentage of work completed for work in progress transactions.	Deferred payment transactions are received through Pull Performance API. They are stored for informational purpose only.
7600EZ Seller Invoice transactions (011)	Entered into G-Invoicing by the seller to communicate invoice amount.	Invoices are received through 7600EZ Pull API and referenced on Vouchers.

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Stage	G-Invoicing Steps	PeopleSoft Steps
7600EZ Seller Invoice Reversed (324)	Entered into G-Invoicing by the seller to communicate invoice has been completely reversed.	Reversed invoice transactions are received through 7600EZ Pull API and referenced on Reversal Vouchers to liquidate the original voucher.
7600EZ Buyer Invoice Rejection (598)	Invoice rejections are initiated by the Buyer in PeopleSoft and pushed to G-Invoicing using the 7600 Push API.	These transactions are initiated by the Buyer by creating Reversal Voucher and reference the original voucher. This will be available for 7600EZ Push process to notify the Seller.
4. Funds Settlement	G-Invoicing initiates funds transfers using IPAC.	The PeopleSoft G-Invoicing Budget Checking process runs budget checking, matching, and document tolerance as well as creates manual payments for G-Invoicing PeopleSoft vouchers.

Refer to PeopleSoft Purchasing: Understanding U.S. Federal G-Invoicing Processing for information on enabling G-Invoicing integration and configuring G-Invoicing definition.

Processing G-Invoicing Vouchers

G-Invoicing vouchers can be created using the Evaluated Receipt Settlement process (ERS), which is run using Voucher Build.

If there are errors in the creation of the voucher, the Entry Status will be Recycle. The errors must be manually corrected and the voucher saved to proceed.

ERS uses Freight Terms entered on a receipt, or those appearing by default from a PO, to determine the ERS invoice date. If the freight terms on the receipt are FOB ORIGIN, the system uses the ship date as the invoice date. Otherwise, the system uses the receipt date.

Following table lists G-Invoicing performance type transaction along with the FOB Point which is used by G-Invoicing to determine when payment by IPAC is triggered. PeopleSoft is represented by the Buyer Action column.

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G-Invoicing Performance Transaction/ Performance Type	Push/ Pull	Buyer/Seller Initiated	FOB Point	Seller Action	PeopleSoft (Buyer) Action
Advance (548)	Pull	Seller	Source or Destination	Seller requests an Advance from the Buyer. This triggers IPAC settlement.	Pull performance API receives the '548' transaction. Advance is recorded using a Prepaid Voucher which is automatically created by a new process.
Delivered/ Performed (035)	Pull	Seller	Source	Seller reports delivery of goods or services using a performance transaction. IPAC settlement is triggered. If the Reference Performance field contains a value, this is considered an adjustment.	Pull performance API receives the '035' transaction. PeopleSoft ASN process used to create a receipt (will NOT process '035' Adjustments) with FOB Terms set to Source, Ship Date, and Receipt Status set to Open. The PeopleSoft ERS process automatically creates an invoice in PeopleSoft.

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G-Invoicing Performance Transaction/ Performance Type	Push/ Pull	Buyer/Seller Initiated	FOB Point	Seller Action	PeopleSoft (Buyer) Action
Delivered/ Performed (035)	Pull	Seller	Destination	Seller reports delivery of goods or services using a performance transaction.	Pull performance API receives the '035' transaction. PeopleSoft ASN process used to create a receipt (will NOT process '035' Adjustments) with FOB Terms set to Destination, Ship Date, Receipt Status set to Open. The PeopleSoft ERS process automatically creates an invoice in PeopleSoft.
Received/ Accepted (050)	Push	Buyer	Source	Seller receives and reviews G-Invoicing receipt. IPAC settlement already occurred with '035' Performance transaction.	Buyer updates the receipt in PeopleSoft, and a process triggers the Push Performance API to send a performance transaction to G-Invoicing.
Received/ Accepted (050)		Buyer	Destination	Seller reviews G-Invoicing receipt. An IPAC settlement transaction is triggered in G-Invoicing.	Buyer updates the receipt in PeopleSoft, and a process triggers the Push Performance API to send a performance transaction to G-Invoicing. The PeopleSoft ERS process automatically creates an invoice in PeopleSoft.

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The Agency Location Code associated with the bank on the Voucher Payments tab must equal the Requesting ALC on the referenced GT&C. Please refer PeopleSoft Banks Setup and Processing: Defining Bank Information for more information on bank set up.

For additional information, refer Running the Voucher Build Process and Reviewing Messages .

Recording G-Invoicing Payments without using ERS

G-Invoicing vouchers can be created without using the delivered Evaluated Receipt Settlement process (ERS). The following items need to be considered when using this approach:

- Ensure ERS is disabled for the Supplier.
- A PeopleSoft G-Invoicing PO must be referenced.
- Payment should be recorded manually by either using G-Invoicing Budget Checking or creating a manual payment from the Voucher Payment page.
- Ensure that the Invoice Date matches the G-Invoicing Performance Date.
- Ensure that the Payment Date matches the G-Invoicing Payment Date based on the FOB Point of Source or Destination.
- If the invoice needs to reference a prepayment, enter the PO Number in the Prepaid Reference field on Voucher Attributes.

G-Invoicing Bank Account

A separate G-Invoicing Bank Account must be created with Cash Clearing turned off to avoid issues in creating G-Invoicing adjustments.

Creating Prepaid Vouchers for Advances

Use Voucher Build to create prepaid vouchers for staged G-Invoicing advance performance transactions.

G-Invoicing advances can have multiple schedules but only one distribution line per schedule. Each schedule is equivalent to one prepaid voucher in PeopleSoft since PeopleSoft only supports one-line prepaid vouchers.

Navigation:

Accounts Payable, and then **Batch Processes**, and then **Vouchers**, and then **Voucher Build**

If there are errors in the creation of the voucher, the Entry Status will be Recycle. The errors must be manually corrected and the voucher saved to proceed.

The Prepaid Ref field is set to PO ID by Voucher Build to assist in the application of advances.

Please refer Running the Voucher Build Process and Reviewing Messages for more details.

Creating G-Invoicing Prepaid Vouchers Manually

It is possible to create G-Invoicing prepaid vouchers manually. The following items need to be considered when using this approach:

- The Advances Workbench is populated with G-Invoicing Advances by Pull Performance API but should not be used to update Account and Entry Event.
- The PO ID must be entered in the Prepaid Ref field on Voucher Attributes.

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- A PeopleSoft G-Invoicing PO must be entered in the Advance Payment Option PO Number field.
- Payment should be recorded manually by either using G-Invoicing Budget Checking or creating a manual payment from the Voucher Payment page.
- Ensure that the Invoice Date matches the G-Invoicing Performance Date.
- Ensure that the Payment Date matches the G-Invoicing Payment Date.

> **Note**
>
> A decision must be made to enter prepaid vouchers OR create them using Voucher Build. Entering them using both methods will cause errors and reconciliation issues.

Applying G-Invoicing Advances to Vouchers

Since G-Invoicing applies an advance payment to a specific order line this means that there is a many to many relationship between advance and invoice in G-Invoicing.

PeopleSoft allows you to apply multiple vouchers to multiple prepayments using the Prepaid Reference field on the Voucher Attributes page. As long as the Prepaid Vouchers and the PO Vouchers have the same Prepaid Reference value, the prepaids are appropriately applied to the Vouchers with the same Order Number by Voucher Post. ERS is updated to populate the prepaid reference field with PO ID on the prepaid voucher as well as the PO Voucher.

Generate AP Journal Vouchers for Negative Advance Transactions check box on the Federal Processing Installation Options page indicates whether Journal Vouchers are created for negative Advance Adjustment performance transactions received from G-Invoicing. Since we do not know the reason for the adjustment and whether the returned amount will be closed, this check box allows the user to handle the adjustment manually.

An adjustment to an advance can be submitted to G-Invoicing as a negative Advance Performance Transaction by the Seller to modify the advance payment previously collected from the Buyer. Adjustment quantities are negative for the entire performance transaction and must reference an existing advance performance transaction. Completion of this performance transaction automatically initiates fund settlement through the IPAC application using G-Invoicing.

Use Voucher Build to create journal vouchers for staged G-Invoicing advance adjustment performance transactions. This is the same process that creates prepaid vouchers for Advances.

If there are errors in the creation of the voucher, the Entry Status will be Recycle. The errors must be manually corrected and the voucher saved to proceed.

Creating G-Invoicing 7600EZ Reversal Vouchers

G-Invoicing reversal vouchers are entered to account for the following scenarios:

- The seller sends a 324 Reversed transaction to reverse their original invoice (011).
- The buyer wants to reject the seller's invoice (011) which can occur within or outside the number of rejection days designated for the G-Invoicing Business Application Type. This will create a 598 Rejected transaction and send to G-Invoicing using 7600EZ push API.

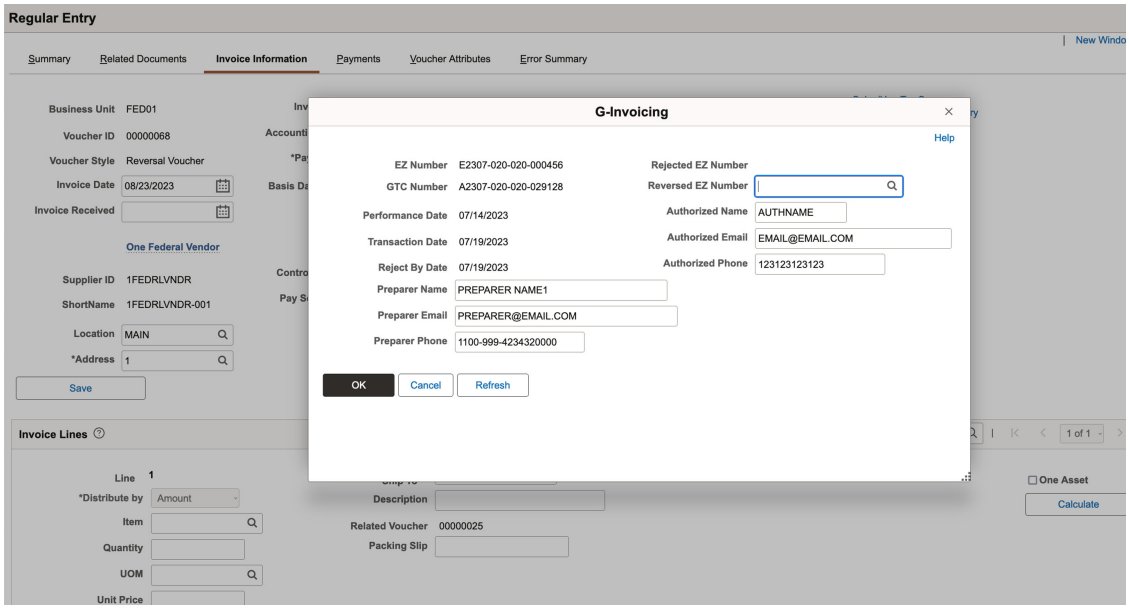
Following are the steps for each of these business processes.

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Seller 324 Reversed Transaction

1. The seller creates Invoice (011) in G-invoicing.
2. The buyer runs 7600EZ pull for Invoice (011) transaction and subsequently enters a Regular Voucher and reference the Invoice EZ number.
3. The seller determines they want to reverse the transaction and process a G-Invoicing Reversed (324) transaction that will be settled in IPAC.
4. The buyer creates Reversal Voucher to account for the Reversed (324) transaction and populates the Reversed EZ Number. The reversal voucher will be fully processed.

This example illustrates the fields and controls on the Reversal Vouchers G-Invoicing page.



Buyer Invoice Rejection 598 within Business Application Type Rejection Days

1. The seller creates Invoice (011) in G-invoicing.
2. The buyer runs 7600EZ pull for Invoice (011) transaction and subsequently enters a Regular Voucher and reference the Invoice EZ number.
3. The buyer creates Reversal Voucher to reject the invoice with a date that is inside the number of rejection days. The reversal voucher can be fully processed to reflect so the payment is reversed. This will initiate the 598 Rejection transaction that is pushed using 7600EZ API to G-Invoicing. This will be reflected in the G-Invoicing system with a Settled (STL) status and funds returned by IPAC.
4. Note that G-Invoicing generates the EZ numbering for transactions that are pushed to the system. When the 7600EZ pull process is run again, the generated EZ number will be retrieved and populated for the 598 transaction.

Buyer Invoice Rejection 598 outside Business Application Type Rejection Days

1. The seller creates Invoice (011) in G-invoicing.
2. The buyer runs 7600EZ pull for Invoice (011) transaction and subsequently enters a Regular Voucher and reference the Invoice EZ number.

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3. The buyer creates Reversal Voucher to reject the invoice with a date that is outside the number of rejection days. Since this is outside the number of days, the Reversal Voucher is put on hold and will initiate the 598 Rejection that is pushed using 7600EZ API to G-Invoicing. This will be reflected in the G-Invoicing system with an Informational (INF) status. INF transactions are not settled by IPAC.
4. Note that G-Invoicing generates the EZ numbering for transactions that are pushed to the system. When the 7600EZ pull process is run again, the generated EZ number will be retrieved and populated for the 598 transaction.
5. The seller will need to determine whether they take action in G-Invoicing and enter a Reversed (324) transaction. If they send the 324 transaction, the Reversal Voucher needs to be updated with the Reversed EZ Number and document taken off hold and fully processed.
6. If the seller does not agree to reverse the original voucher, the buyer can delete the Reversal Voucher.

Configuring and Using PeopleSoft G-Invoicing

This topic discusses how to configure and use PeopleSoft G-Invoicing.

Pages Used to Configure and Manage G-Invoicing

This table lists the pages used to configure and manage G-Invoicing.

Page Name	Definition Name	Usage
Recording G-Invoicing Payments	AP_GINV_KK_CHK_MAN	Use the G-Invoicing Budget Check page to create manual payments for G-Invoicing vouchers. Since all G-Invoicing payments are made through the U.S. Federal Intra-Governmental Payment and Collection (IPAC), all payments in PeopleSoft are recorded as manual payments. Manual payments do not issue a payment in any form.
G-Invoicing Advances Page	AP_GNV_ADV_WB_FL	Use the G-Invoicing Update Advances page to default Account and Entry Event values to multiple advances prior to creating a prepaid voucher.
G-Invoicing Business Application Types Page	AP_GINV_BIZAPP_PNL	Use G-Invoicing Business Application Types page to define the business application type and the number of rejection days for the EZ invoices.

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Page Name	Definition Name	Usage
G-Invoicing Pull EZ Invoices Page	AP_GINV_PEZ_PULL	Use G-Invoicing Pull EZ Invoices page to run the Pull 7600EZ API, which populates the EZ Invoices grid. EZ invoices with statuses of Settled (STL) and Informational (INF) are pulled.
G-Invoicing Push EZ Invoices Page	AP_GINV_PEZ_PUSH	Use G-Invoicing Push EZ Invoices page to run the Push 7600EZ API for pushing 598 rejection transactions to the G-Invoicing system.
View EZ Invoices Page	AP_GINV_EZ_WB_FL	Use EZ Invoices page to view EZ transactions from 7600EZ API.

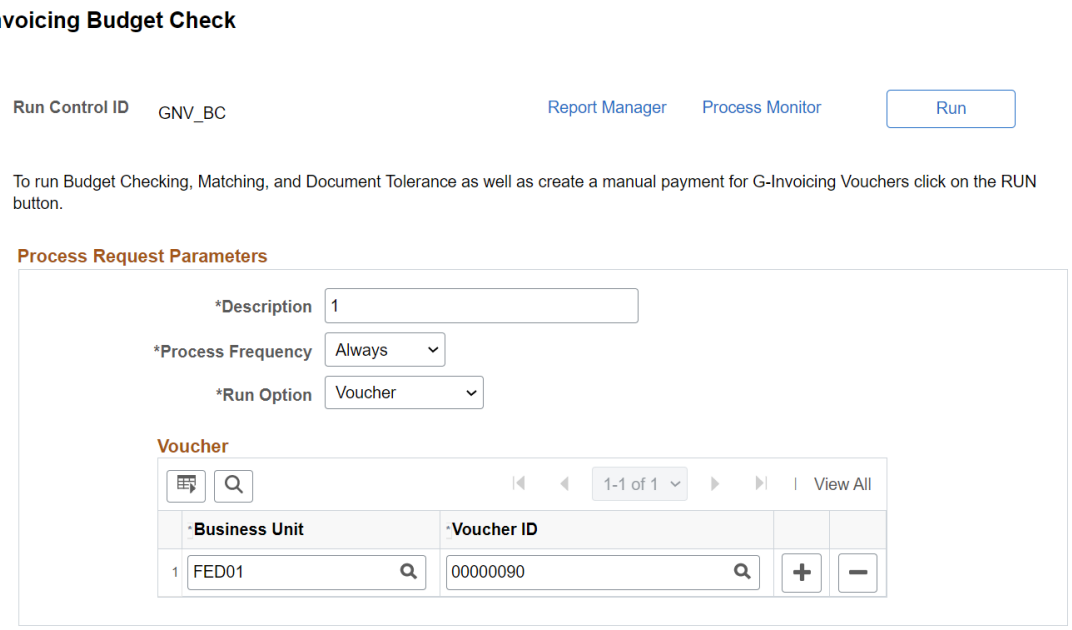
Recording G-Invoicing Payments

Use the G-Invoicing Budget Check page (AP_GINV_KK_CHK_MAN) to create manual payments for G-Invoicing vouchers. Since all G-Invoicing payments are made through the U.S. Federal Intra-Governmental Payment and Collection (IPAC), all payments in PeopleSoft are recorded as manual payments. Manual payments do not issue a payment in any form.

Navigation:

Accounts Payable, and then **Batch Processes**, and then **Vouchers**, and then **G-Invoicing Budget Check**

This example illustrates the fields and controls on the G-Invoicing Budget Check page.



This process runs Budget Checking, Matching (if applicable), Document Tolerance (if applicable), and creates manual payments for all eligible G-Invoicing vouchers.

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Since G-Invoicing transfers funds for payment through IPAC, PeopleSoft records the payment using a manual payment. On the Voucher Payment page, Action is set to record a payment, Payment Date is set to current date, and Reference is populated using automatic numbering for the bank account.

G-Invoicing Advances Page

Use the G-Invoicing Update Advances page (AP_GNV_ADV_WB_FL) to default Account and Entry Event values to multiple advances prior to creating a prepaid voucher.

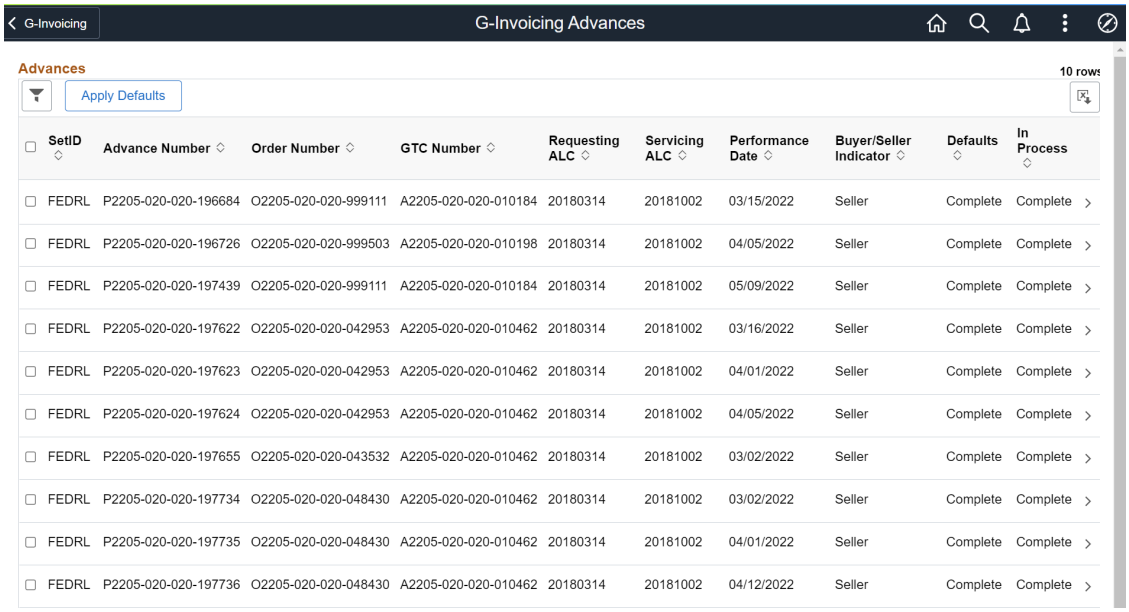
G-Invoicing Advances are initiated by the seller and sent to PeopleSoft as a '548' performance transaction. G-Invoicing Advances can have multiple schedules but only one distribution per schedule. Each G-Invoicing advance schedule is equivalent to one prepaid voucher in PeopleSoft. In order to record a G-Invoicing advance values must be provided for Account and Entry Event, if enabled.

It is possible to enter G-Invoicing Advances manually. However, a decision must be made to either enter Advances manually or to create them using Voucher Build. Using both entry methods will cause errors and reconciliation issues.

Navigation:

G-Invoicing, and then **Update Advances**

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

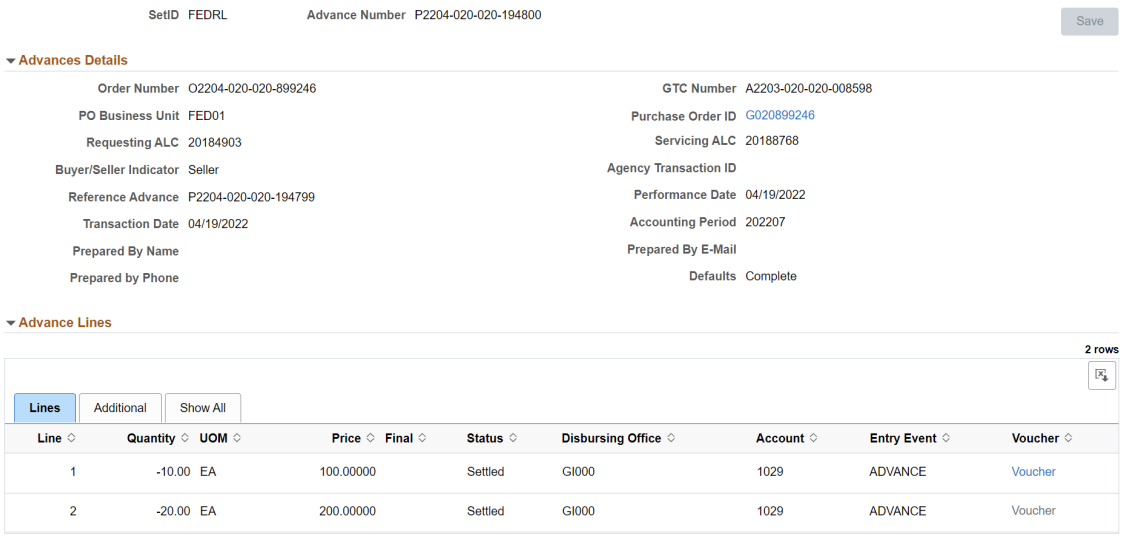


Click the check box next to the transactions for update. Then click Apply Defaults to enter an Account and Entry Event to apply to all selected transactions.

Click the chevron at the end of the Advance row on the grid to view the Advances Detail page.

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

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Account and Entry Event can be updated for a single advance on this page.

Field or Control	Definition
	You can use the Personalize icon on each grid to reorder/ hide columns and sort columns by order. For more information, see *PeopleTools Applications User's Guide*, "Working With the PeopleSoft Fluid User Interface", Working with Fluid Pages and Controls.
Set ID	Displays the derived set ID associated with the G-Invoicing System ID on the G-Invoicing Definition page.
Advance Number	Displays the Performance Number assigned to the transaction in G-Invoicing.
Order Number	Displays the associated Order Number in G-Invoicing.
GTC Number	Displays the associated GT&C in G-Invoicing.
PO Business Unit	Displays the PO Business Unit from the set ID associated with the G-Invoicing System ID on the G-Invoicing Definition page. System ID is used for security in G-Invoicing.
PO ID	Click the hyperlink to view the Purchase Order in the PO Inquiry page.
Buyer/Seller Indicator	Indicates whether the performance transaction originated from the Requestor or Seller in G-Invoicing.
Agency Transaction ID	Displays the Agency Transaction ID from G-Invoicing.
Reference Performance	Links a new Performance Transaction to an existing one.
Performance Date	Displays the date and time the performance transaction occurred in G-Invoicing.

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Field or Control	Definition
Transaction Date	Displays the date and time the performance transaction was received.
Accounting Period	Displays the accounting period of the transaction in G-Invoicing.
Prepared By Name/Email/ Phone	Displays the name, email address, and phone number for the preparer in G-Invoicing.
Defaults	Displays whether Account and Entry Event defaulting is Complete or Incomplete.
Line	Displays the G-Invoicing advance line number.
Quantity	Displays the number of units pertaining to the type of performance being reported.
UOM	Displays the units in which a quantity is being expressed.
Price	Displays the price of the G-Invoicing line.
Final	Specifies from one partner to another that no more performance (of this type) is expected against the Order Schedule. This is a G-Invoicing field, not to be confused with the PeopleSoft partial/final flag.
Status	Displays the status of the payment from IPAC.
Disbursing Office	Identifier assigned to the agency which is disbursing funds from the Treasury General Account (TGA).
Vouchers	Click the Vouchers hyperlink to view Vouchers created for this performance transaction.
Reference Line	A number that links a new Performance Detail to an existing one.
Order Line	Identifier of a specific Line Item within the Order.
Schedule Number	Identifier of a specific Schedule within the Line Item, containing the detailed financial and shipping information.
Payment Transfer Date	The date that funds are transferred into or out of the TGA. (Equivalent to IPAC's Accomplished Date).

G-Invoicing Business Application Types Page

Use G-Invoicing Business Application Types page (AP_GINV_BIZAPP_PNL) to define the business application type and the number of rejection days for the EZ invoices.

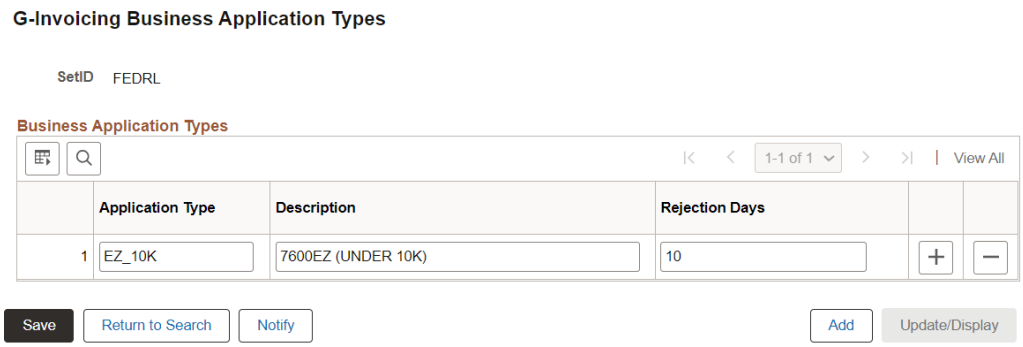
These need to be defined to match what is in the G-Invoicing system.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Payments**, and then **G-Invoicing Business App Types**

This example illustrates the fields and controls on the G-Invoicing Business Application Types page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Application Type	Enter the G-Invoicing type name. This application type also appears on the General Terms and Conditions Page as Feature Code.
Description	Enter a description for the G-Invoicing type.
Rejection Days	Enter the number of days within which the sellers are allowed to reject the invoice.

G-Invoicing Pull EZ Invoices Page

Use G-Invoicing Pull EZ Invoices page (AP_GINV_PEZ_PULL) to run the Pull 7600EZ API, which populates the EZ Invoices grid. EZ invoices with statuses of Settled (STL) and Informational (INF) are pulled.

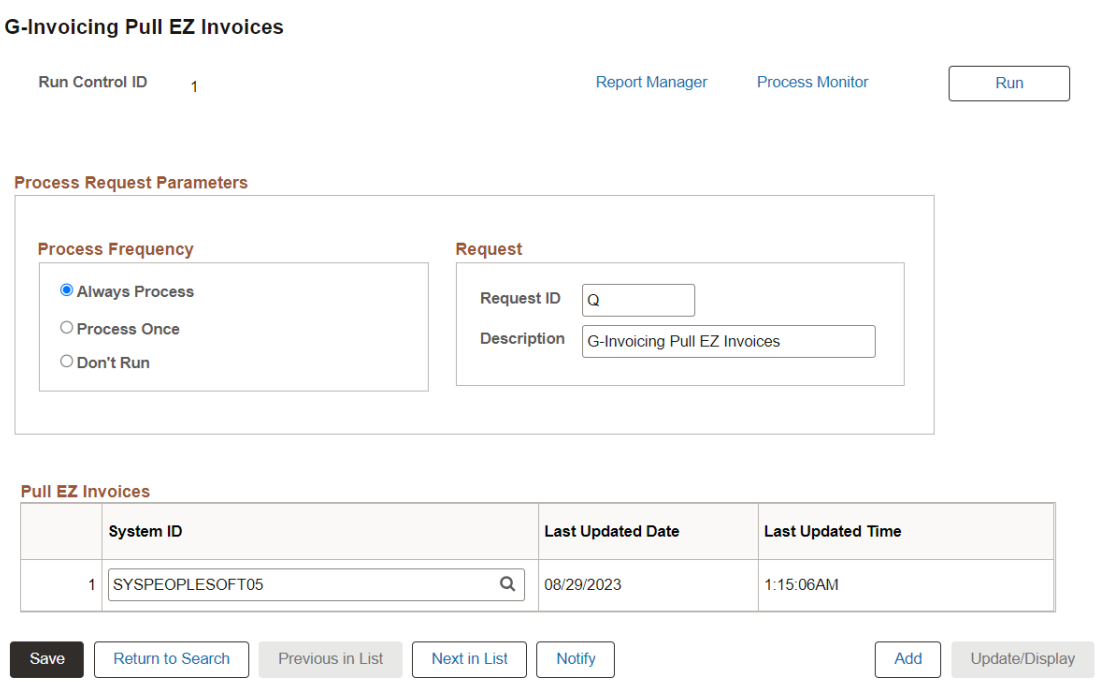
This is a two-part request. PeopleSoft will first request the list of 7600EZ transactions and then separately request the corresponding detail by EZ Invoice Number.

Navigation:

Accounts Payable, and then **Batch Processes**, and then **Vouchers**, and then **G-Invoicing Pull EZ Invoices**

This example illustrates the fields and controls on the G-Invoicing Pull EZ Invoices page. You can find definitions for the fields and controls later on this page.

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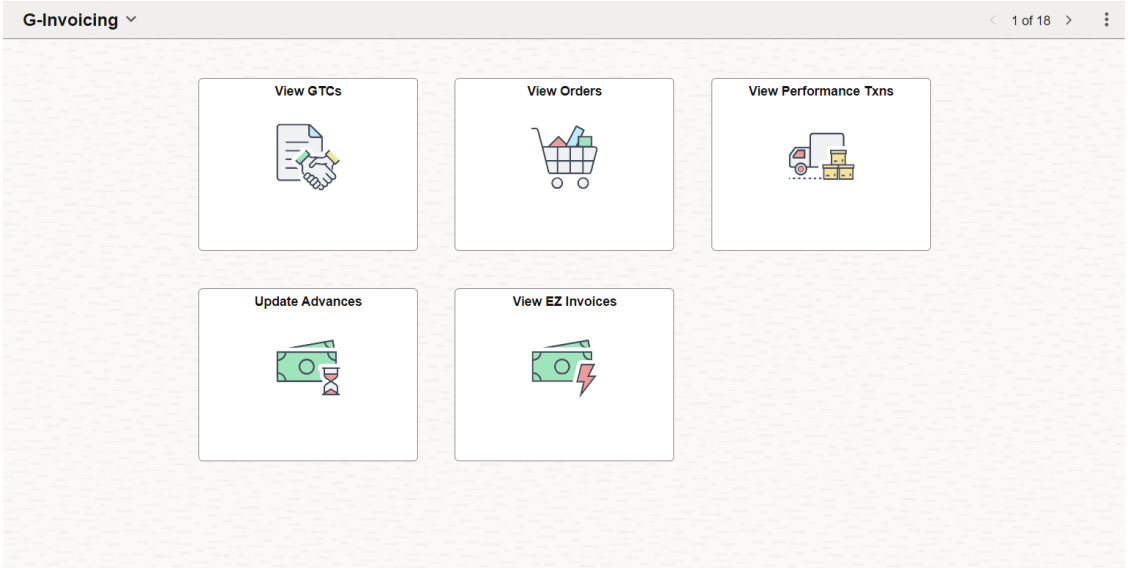


Field or Control	Description
Process Frequency	Select how often the process should run. The available options are: • Always Process. • Process Once. • Don’t Run.
System ID	Enter the System ID to use for G-Invoicing transactions.
Last Updated Date and **Last Updated Time**	Displays the last run date and time for the API.

The EZ transactions are available on the View EZ Invoices Page.

This example illustrates the fields and controls on the G-Invoicing Home page.

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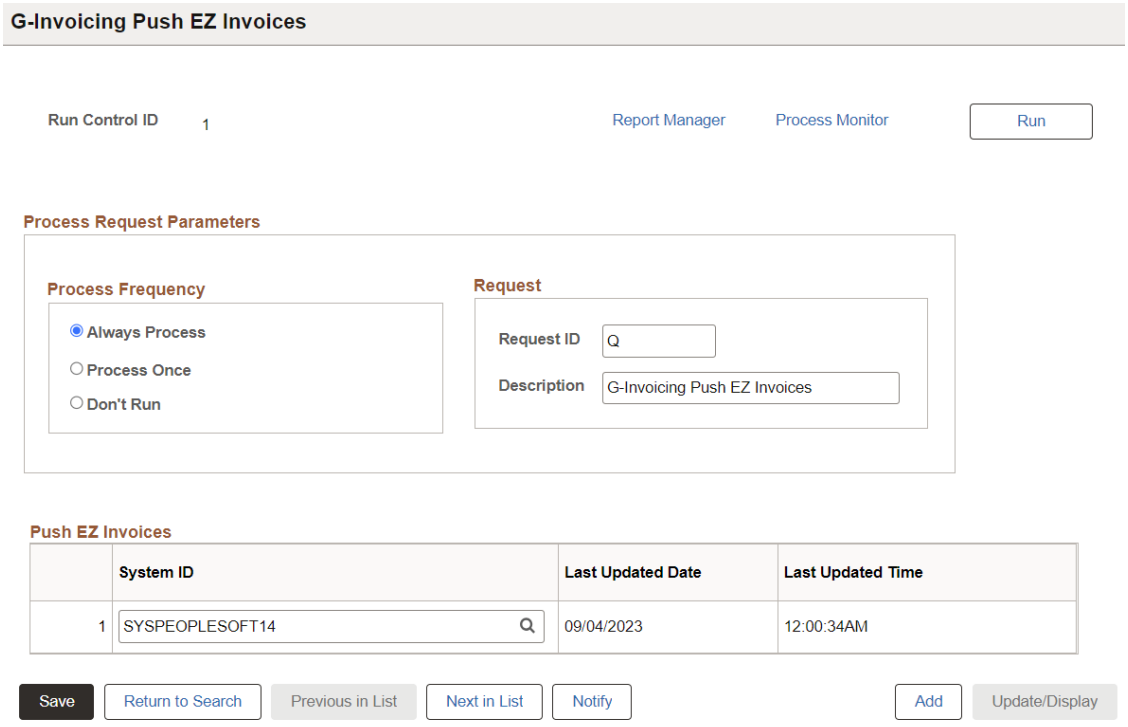


G-Invoicing Push EZ Invoices Page

Use G-Invoicing Push EZ Invoices page (AP_GINV_PEZ_PUSH) to run the Push 7600EZ API for pushing 598 rejection transactions to the G-Invoicing system.

To reject the EZ invoice from PeopleSoft, first create a regular voucher and then create a reversal voucher without Reversed EZ Number. For more details, see Creating Reversal Vouchers.

This example illustrates the fields and controls on the G-Invoicing Push EZ Invoices page.



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For the definitions of fields and controls, see G-Invoicing Pull EZ Invoices Page.

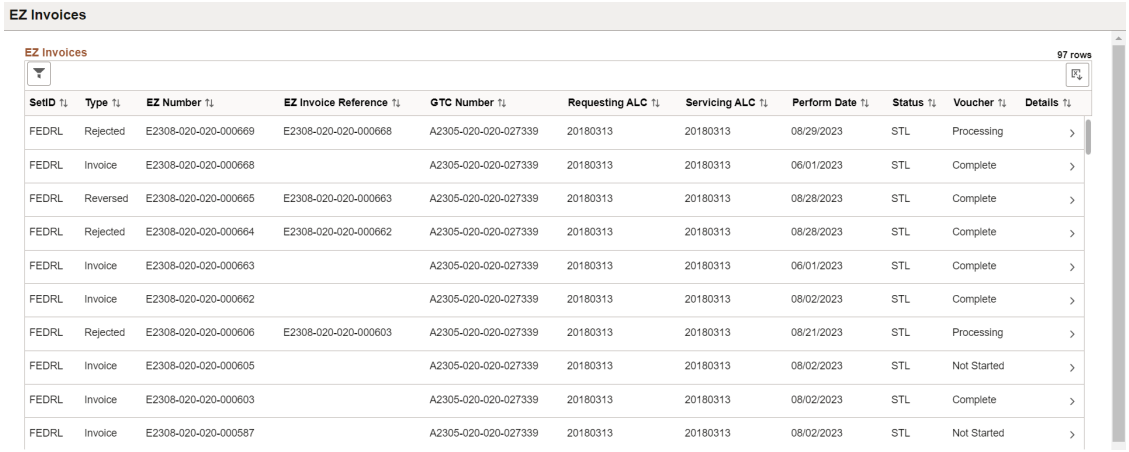
View EZ Invoices Page

Use EZ Invoices page (AP_GINV_EZ_WB_FL) to view EZ transactions from 7600EZ API.

Navigation:

G-Invoicing, and then **View EZ Invoices**

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


EZ Invoices

EZ Invoices

97 rows

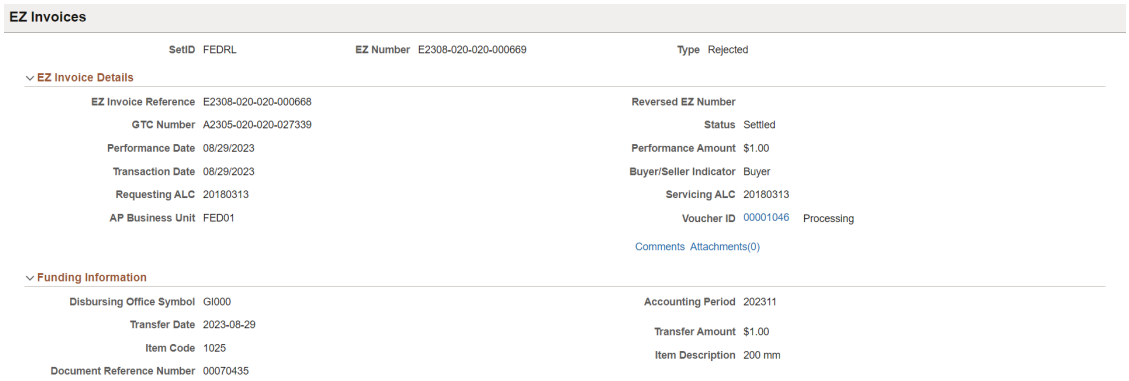
SetID	Type	EZ Number	EZ Invoice Reference	GTC Number	Requesting ALC	Servicing ALC	Perform Date	Status	Voucher	Details
FEDRL	Rejected	E2308-020-020-000669	E2308-020-020-000668	A2305-020-020-027339	20180313	20180313	08/29/2023	STL	Processing	
FEDRL	Invoice	E2308-020-020-000668		A2305-020-020-027339	20180313	20180313	06/01/2023	STL	Complete	
FEDRL	Reversed	E2308-020-020-000665	E2308-020-020-000663	A2305-020-020-027339	20180313	20180313	08/28/2023	STL	Complete	
FEDRL	Rejected	E2308-020-020-000664	E2308-020-020-000662	A2305-020-020-027339	20180313	20180313	08/28/2023	STL	Complete	
FEDRL	Invoice	E2308-020-020-000663		A2305-020-020-027339	20180313	20180313	06/01/2023	STL	Complete	
FEDRL	Invoice	E2308-020-020-000662		A2305-020-020-027339	20180313	20180313	08/02/2023	STL	Complete	
FEDRL	Rejected	E2308-020-020-000606	E2308-020-020-000603	A2305-020-020-027339	20180313	20180313	08/21/2023	STL	Processing	
FEDRL	Invoice	E2308-020-020-000605		A2305-020-020-027339	20180313	20180313	08/02/2023	STL	Not Started	
FEDRL	Invoice	E2308-020-020-000603		A2305-020-020-027339	20180313	20180313	08/02/2023	STL	Complete	
FEDRL	Invoice	E2308-020-020-000587		A2305-020-020-027339	20180313	20180313	08/02/2023	STL	Not Started	

Field or Control	Description
SetID	Displays the derived set ID associated with the G-Invoicing System ID on the G-Invoicing Definition page.
Type	Displays the EZ invoice type received from G-Invoicing. • Accepted • Invoice • Rejected • Reversed
EZ Number	Displays the EZ Number assigned at the time of the creation of G-Invoicing.
EZ Invoice Reference	Displays the reference number that links the new EZ to an existing one.
GTC Number	Displays the GT&C number assigned in G-Invoicing.
Requesting ALC and **Servicing ALC**	Displays the requesting and servicing agency location code.
Perform Date	Displays the Perform Date entered while creating the transaction. This is received from G-Invoicing.

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Field or Control	Description
Status	Displays the status of the document. • INF (Informational): Settlement is not complete for the EZ transaction. • STL (Settled): Settlement is complete.
Voucher	Displays the voucher stratus for the EZ invoice. • Complete: Voucher is created and fully processed. • Hold: Voucher is on hold. • Processing: Voucher is created but is not fully processed. • Not Started: A voucher does not exist that references the EZ Number
 (Filter Items)	Click to enter the filter criteria and search the specific EZ invoices.
 (Download to Excel)	Click to download the EZ Invoices grid data to an excel sheet.
	Click to view the EZ invoice details.

This example illustrates the fields and controls on the EZ Invoices - Details page. You can find definitions for the fields and controls later on this page.



If a voucher is created for the EZ invoice, the Voucher ID link appears. Click the link to open the Voucher Summary page.

Click the Comments and Attachments link to view the comments and attachments received from G-Invoicing.

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Using Entry Events in PeopleSoft Payables

Understanding Entry Events in PeopleSoft Payables

Entry events are the short-hand codes used to post pro-forma accounting entries to the general ledger with minimal input from the end user. These codes are used across all modules for all documents and derive their accounting entries from a central table.

Entry event codes enable applications to create standard accounting entries automatically based on accounting lines generated by document posting routines. Users assign an entry event code to a transaction distribution line when they create a document. The FS_EVENTGEN Application Engine process, also called the Entry Event Generator, generates additional standard accounting entries based on the entry event code that users entered.

After enabling entry events, users may assign entry event codes to distribution lines for accounts payable transactions. Entry event processes and entry event process steps are predefined and delivered with the system. You define appropriate entry events to specify the debits and credits necessary for each business scenario.

You can run the FS_EVENTGEN process in conjunction with the Voucher Posting Application Engine process (AP_PSTVCHR), the Payment Posting Application Engine process (AP_PSTPYMNT), and the Cash Clearing Application Engine process (AP_APCSHCLR) by selecting the Initiate Entry Event Generator check box on the run control pages for these processes. You can also use the Voucher Entry Event request page, the Payment Entry Event request page, and the Cash Clearing Entry Event request page to run the Entry Event Generator process separately.

Upward and Downward Adjustment Entry Event Entries for PeopleSoft Payables Transactions Subject to Commitment Control

PeopleSoft Payables uses entry events to generate separate budgetary debit and credit entries for upward and downward adjustments to purchase orders and vouchers that are processed after funding has expired.

> **Note**
>
> To generate upward and downward adjustment entries for vouchers that have been posted and then finalized or partialized, you must run the FS_EVENTGEN process separately from the Voucher Posting process, that is, you must run it from the Voucher Entry Event request page.

See Application Fundamentals: Using Entry Event Codes for Upward and Downward Adjustments in Unexpired and Expired Funding.

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Generating Accounts Payable Entry Events

Pages Used to Generate Accounts Payable Entry Events

Page Name	Definition Name	Usage
Voucher Entry Event Page	PST_EE_RUN_REQUEST	Request a run of the FS_EVENTGEN process to generate entry event accounting entries for vouchers, payments, and cash clearing, respectively.
Payment Entry Event Page	PST_EE_RUN_REQUEST	Request a run of the FS_EVENTGEN process to generate entry event accounting entries for vouchers, payments, and cash clearing, respectively.
Cash Clearing Entry Event Page	PST_EE_RUN_REQUEST	Request a run of the FS_EVENTGEN process to generate entry event accounting entries for vouchers, payments, and cash clearing, respectively.
Voucher Posting Request Page	PST_VCHR_RQST	Request a run of the Voucher Posting Application Engine process (AP_PSTVCHR). You can generate entry events by selecting the Initiate Entry Event Generator option.
Payment Posting Request Page	PST_PYMNT_RQST	Request a run of the Payment Posting Application Engine process (AP_PSTPYMT). You can generate entry events by selecting the Initiate Entry Event Generator option.
Cash Clearing Request Page	CASH_CLRG_REQUEST	Request a run of the Cash Clearing Application Engine process (AP_APCSHCLR). You can generate entry events by selecting the Initiate Entry Event Generator option.

Voucher Entry Event Page

Use the Voucher Entry Event page (PST_EE_RUN_REQUEST) to request a run of the FS_EVENTGEN process to generate entry event accounting entries for vouchers, payments, and cash clearing, respectively.

Navigation:

Accounts Payable, and then **Batch Processes**, and then **Vouchers**, and then **Voucher Entry Event**

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Field or Control	Description
Entry Event Process	Select *Voucher Accrual* to process voucher entries.
Process Option	Select one of the following: *All Business Units:* Process all voucher entries for all business units. *Business Unit:* Process the vouchers in a specific business unit. The **Business Unit** field in the **Selection Criteria** group box becomes available for entry. *Document:* Process the voucher entries for a specific voucher. The **Business Unit** and **Document** fields in the **Selection Criteria** group box becomes available for entry.

Selection Criteria

The fields available in this group box depend on the process option you select.

Field or Control	Description
Business Unit	Enter a business unit whose vouchers you want to generate entry events. This field is available if you selected a process option of *Business Unit* or *Document.*
Document	Enter a voucher ID for a voucher you want to generate entry events. This field is available if you selected a process option of *Document.* You must also enter a business unit.

Payment Entry Event Page

Use the Payment Entry Event page (PST_EE_RUN_REQUEST) to request a run of the FS_EVENTGEN process to generate entry event accounting entries for vouchers, payments, and cash clearing, respectively.

Navigation:

Accounts Payable, and then **Batch Processes**, and then **Payment**, and then **Payment Entry Event**

Field or Control	Description
Entry Event Process	Select *Payments* to process payment entries.
Process Option	Select one of the following: *All Banks:* Process all entries for all banks. *Bank Account:* Process entries for one bank account. The bank account fields in the **Selection Criteria** group box become available for entry. *Payment:* Process entries for a particular payment. The bank account fields and the **Payment Reference** field in the **Selection Criteria** group box become available for entry.

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Selection Criteria

The fields available in this group box depend upon the process option you select.

Field or Control	Description
SetID, Bank Code, and **Bank Account**	Enter a bank SetID, bank code, and bank account. These fields are available if you selected a process option of *Bank Account* or *Payment.*
Payment Reference	Enter a payment reference (such as a check number). This field is available if you selected a process option of *Payment.*You must also enter the bank account fields.

Cash Clearing Entry Event Page

Use the Cash Clearing Entry Event page (PST_EE_RUN_REQUEST) to request a run of the FS_EVENTGEN process to generate entry event accounting entries for vouchers, payments, and cash clearing, respectively.

Navigation:

Accounts Payable, and then **Batch Processes**, and then **Payment**, and then **Cash Clearing Entry Event**

Field or Control	Description
Entry Event Process	Select *Cash Clearing* to process cash clearing entries.
Process Option	Select *All Reconciled Payments* to process all reconciled payments.

There are no selection criteria available for generating cash clearing entry events.

Drilling Down to Entry Event Journal Lines

This section provides an overview of how to drill down from journal lines and discusses how to link the PeopleSoft Payables entry event Journal Drill Down page with accounting entry definitions.

Pages Used to Drill Down to Entry Event Journal Lines

Page Name	Definition Name	Usage
Accounting Entry Definition Page	JRNL_GEN_ACCTG_DEF	Identify the drill down pages for each accounting entry definition that the Journal Generator process (FS_JGEN) uses to general journal for PeopleSoft Payables.
PeopleSoft General Ledger: Journal Inquiry Page	INQ_JRNL_CRITERIA	Enter search criteria to retrieve a list of journals.

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Page Name	Definition Name	Usage
PeopleSoft General Ledger: Journal Inquiry Details Page	INQ_JRNL_HDR_DTL	View journal lines for a journal and drill down to the source transactions in PeopleSoft Payables.
Journal Drill Down Page	EE_VCH_DRILL	Review the accounting entries for PeopleSoft Payables items for entry event journals. See PeopleSoft General Ledger: Journal Inquiry Details Page

Understanding How to Drill Down from Journal Lines

You can view source transactions for PeopleSoft Payables accounting entries from journal lines in PeopleSoft General Ledger for both standard and entry event journals. You search for journals in the Journal Inquiry component (JOURNAL_INQUIRY) and drill down to source transactions for individual journal lines. The page that you access is based upon the selections that you made on the Accounting Entry Definition page.

You can also review source transactions for entry event journals directly from the menu in PeopleSoft Payables.

Before you can view source transactions for a journal entry in PeopleSoft General Ledger, you must specify the exact type of information that you want to drill down to from the Journal Inquiry component. To do so, you link a drill down page with each accounting entry definition for which you generate journals.

Related Topics

- Drill to Source Page
  Use the Drill to Source page (AP_GL_DRILL) to review the journal detail for a general ledger journal.
- PeopleSoft General Ledger: Viewing Journal Information

Linking the PeopleSoft Payables Entry Event Journal Drill Down Page with Accounting Entry Definitions

To link the PeopleSoft Payables entry event Journal Drill Down page with the accounting entry definition:

1. Access the Accounting Entry Definition page (General Ledger, Journals, Subsystem Journals, Accounting Entry Definition).
2. Select *EGAPDEFN* (entry event payables definition) as the accounting definition name.
3. In the **Page Name** field, select *EE_VCH_DRILL* (AP voucher payment drillback) for the PeopleSoft Payables entry event Journal Drill Down page.
4. Select the **Cross Product Drill Down** check box.

To access the Journal Drill Down page, us the navigation: **Accounts Payable**, and then **Review Accounts Payable Info**, and then **Vouchers**, and then **Entry Event Journal Drilldown**, and then **Journal Drill Down**

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Related Topics

- Application Fundamentals: Accounting Entry Definition Page

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Archiving Transactions

Understanding Data Types Available for Archiving

This section discusses:

- Archiving general overview.
- Archiving business process.
- Archiving business rules.

Archiving General Overview

In PeopleSoft Payables, you use the PeopleTools Data Archive Manager to archive payments, vouchers, suppliers, payment requests, and payment request messages. This process removes them from the production transaction tables, yet keeps them online in history tables where they are available for queries and reporting. Removing them from your production tables helps maintain speedy daily processing activities, while still retaining online access to information.

In addition, you can generate archived reports that provide the necessary tracking information for your regulatory agencies. Remember that the data stays available if you need to reload it for an audit.

To archive data in PeopleSoft Payables, you'll complete the same procedures for payments, vouchers, suppliers, payment requests, and payment request messages. Payments that are cleared or canceled must be archived to history tables and deleted from the transaction tables before you can begin to archive the related vouchers. Likewise, before you can archive suppliers, completely processed vouchers or closed vouchers must be archived to history tables and deleted from the transaction tables. Similarly, while archiving payment requests and its messages, only cancelled payment requests and vouchered requests are eligible for deletion.

When you archive, you first move transactions out of the main online tables into online history tables where you can still query them for information about the transactions. Later, when you no longer need to reference those transactions, you can use third-party database utilities to move them to flat files and delete them completely from the online system.

> **Note**
>
> Oracle recommends that you use unique run control IDs for each archive process. That is, have separate run control IDs for payment archive, voucher archive, and supplier archive.

When you archive your transactions, you'll need to select a batch ID. Batch IDs provide a method of identifying a group of transactions during the archiving process, and are automatically assigned by the system. The combination of batch ID and archive date specified

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during archive selection is then used as the key when you run the selection report, rollback, and deletion processes, and when you perform audits.

Archiving Business Process

The following procedures provide an overview of the archiving procedure in PeopleSoft Payables.

Archive transactions as follows:

1. Run the payment, voucher, supplier or payment request, payment request message archive selection process.

   Based on the template and query you select, this process flags selected transactions for archival.

2. Run the payment, voucher, supplier, payment request, or payment request message archive selection report.

   This report lists all the selected data, so you can verify that you're archiving the correct transactions. You'll probably want to run this report every time you run a payment, voucher, supplier, payment request, or payment request message archive request.

3. Run the payment, voucher, supplier, payment request, or payment request message archive delete process.

   This removes the records from the transaction tables.

4. Run the payment, voucher, supplier, payment request, or payment request message archive rollback process.

   If the report reveals that you have selected the wrong set of data, you can run a roll back process. This clears the records, enabling you to rerun the archive selection process with different parameters.

Archiving Business Rules

This section discusses the following PeopleSoft Payables archiving business rules:

- Payment archival business rules.
- Voucher archival business rules.
- Supplier archival business rules.
- Payment Request archival and Payment Request message archival business rules.

Payment Archival Business Rules

To be archived, payment data must pass the following business rules:

The payment post status must be *Posted* and the reconciliation status must be *Reconciled* when any of these three scenarios are met:

- The reconciliation method is set to none *(N),* the cash cleared flag is active *(Y),* the cash cleared date is not null, and the cash cleared date value is less than the archive as of date value.
- The cancel action value is set to *Close* or *Processed,* the cancel date is not null, and the cancel date value is less than the archive as of date value.

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- The cash cleared flag is not active *(N),* the bank account does not use the Cash Clearing Application Engine process (AP_APCSHCLR), and the payment date value is less than the archive as of date value.

Voucher Archival Business Rules

To be archived, voucher data must pass the following business rules:

- Voucher post status is *Posted* and the invoice date value is less than the archive as of date value, or voucher entry status is *Deleted* and the invoice date value is less than the archive as of date value.
- Associated payments no longer exist on the payment table.

  Payments must have been previously archived.
- No related vouchers exist that are not currently archived.
- Voucher does not have accounting lines which have not been distributed to the general ledger.
- Voucher does not have accounting lines with a journal date value greater than an archive as of date value.
- Voucher does not have scheduled payments with a status other than *Closed, Paid,* or *Canceled.*
- Voucher does not have scheduled payments with unposted withholding transactions.
- Voucher does not have accounting lines with unposted VAT information.
- Voucher should be matched or overridden if matching is required.
- Voucher does not have voucher lines referencing a purchase order that does not have a status of *Complete, Canceled,* or *Pending Cancel.*
- Voucher does not have accounting lines which have asset information that has not been distributed to PeopleSoft Asset Management.
- Voucher does not have accounting lines which have PeopleSoft Project Costing related information that has not been distributed to PeopleSoft Project Costing.
- Voucher has been budget checked if applicable.

Supplier Archival Business Rules

To be archived, supplier data must pass the following business rules:

- Last activity date value is less than the archive as of date value, or the last activity date value is null and the supplier status value is equal to the to be archived value.
- Supplier cannot have any payments on the Payment table.

  Payments must be archived prior to running the supplier archive process.
- Supplier cannot have any voucher on the voucher table.

  Vouchers must be archived prior to running the supplier archive process.
- Supplier may not have existing purchase orders that do not have a status of *Complete, Canceled,* or *Pending Cancel.*
- Supplier may not also be linked to an active PeopleSoft Receivables customer.

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Payment Request and Payment Request Message Archival Business Rules

To be archived, payment request and its related messages data must pass the business rule: Payment requests should be either *Cancelled* or *Vouchered*.

Understanding Archive Objects Definitions, Query Definitions, and Template Definitions

PeopleSoft Payables delivers archive object definitions, query definitions, and template definitions to archive:

- Payment data
- Voucher data
- Supplier data
- Payment Request data

You can modify them if needed using the Data Archive Manager. You can also use the Data Archive Manager to create your own archive object definitions, query definitions, and template definitions to archive other types of data.

Archive Object Definitions

An archive object definition identifies the tables that contain the data to be archived and the history tables that are updated for each table. PeopleSoft Payables delivers these archive objects:

Data Type	Archive Object
Payment data	PAYABLES_PAYMENTS
Reconciled payment data	PAYMENT_RECON_TBL
Payment advice table	PYMNT_ADVICE
Voucher – supplier bank data	VCHR_VNDR_BANK
Voucher – supplier information data	VCHR_VNDR_INFO
Voucher data	VOUCHER
Voucher HIPAA data	VOUCHER_HIPAA
Supplier data	VENDOR
Supplier – reporting element data	VENDOR_RPT_ELEMENTS
Payment Request data	AP_PYMNT_REQUEST_ARCH
Payment Request Attachment data	AP_PYMNT_REQUEST_ATTATCH_ARCH
Payment Request Supplier Archive data	AP_PYMNT_REQUEST_VNDR_ARCH
Payment Request Message Archive data	AP_PYMNT_RQUST_CONVER_ARCH

Archive Query Definitions

Each archive query definition defines the selection criteria to archive data from transaction tables. PeopleSoft Payables delivers these archive queries:

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Data Type	Archive Query
Archive all payment data	AP_ARCHIVE_PYMNT_ALL
Archive bank account data	AP_ARCHIVE_PYMNT_BANK_ACCT
Archive voucher, all business units	AP_ARCHIVE_VOUCHER_ALL
Archive voucher, business unit	AP_ARCHIVE_VOUCHER_BU
Archive all suppliers data	AP_VENDOR_ARCH_ALL
Archive suppliers by class data	AP_VENDOR_ARCH_CLASS
Archive suppliers by persistence data	AP_VENDOR_ARCH_PERS
Archive suppliers by SetID data	AP_VENDOR_ARCH_SETID
Archive suppliers by status data	AP_VENDOR_ARCH_STATUS
Payment Request Archive data	AP_PYMNT_REQUEST_ARCH
Payment Request Message Archive data	AP_PYMNT_RQUST_CONVER_ARCH

Review these queries to determine whether you want to add additional selection criteria for the transactions to be archived. Refer to the *PeopleTools: PeopleSoft Query* documentation if you want to create your own archive queries.

See *PeopleTools: Data Management* Using PeopleSoft Data Archive Manager," Defining Archive Queries

See *PeopleTools: Query*

Archive Template Definitions

When you archive data, you select an archive template definition. Each archive template definition includes one or more archive object definitions and the archive query definitions used to select the data. PeopleSoft Payables delivers these archive templates:

Data Type	Archive Template
Payment data	Payables Payment Archive (AP_PYMNT)
Voucher data	Voucher Archive (AP_VCHR)
Supplier data	Supplier Archive (AP_VNDR)
Payment Request data	Payment Request Archive (AP_PRQST)
Payment Request Message data	Payment Request Message Archive (AP_PRMSG)

> **Note**
>
> The AP_PYMNT and AP_VCHR Archive Templates have separate Pre and Post Processing Application Engine Programs for Archive Selection.
>
> For AP_PYMNT, you use AP_PYA_PRE as the Pre-Processing Application Engine, and AP_PYA_POST as the Post Processing Application Engine.
>
> For AP_VCHR, you use AP_VCH_PRE as the Pre-Processing Application Engine, and AP_VCHA_POST as the Post Processing Application Engine.
>
> For more information, see *PeopleTools: Data Management*, Managing Archive Templates.

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Archiving Data

This section provides overviews of the archive process flow and history tables, and lists the pages used to archive data.

Pages Used to Archive Data

Page Name	Definition Name	Usage
Archive Data to History Page	PSARCHRUNCNTL	Select an archive template and query and select the action you want to take in the archiving process. See the product documentation for *PeopleTools: Data Management*, Accessing the Data Archive Manager Homepage.
Define Archive Query Binds Page	PSARCHRUNQRYBND	Enter the date used to select the transactions to archive by clicking the **Reset Query Bind Variables** button. See the product documentation for *PeopleTools: Data Management*, Managing Archive Jobs.
Audit Archiving Page	PSARCHIVEAUDIT	View the number of rows selected to be archived for each table for a specific archive run. See the product documentation for *PeopleTools: Data Management*, Accessing the Data Archive Manager Homepage.

Understanding the Archive Process Flow

Archive transaction data as follows:

1. Archive transaction data to the history tables by selecting the archive template and query for the data type that you want to archive on the Archive Data to History page.

   Also, enter the From and To date used to select the transactions by clicking **Reset Query Find Variables** on the Define Archive Query Binds page. There is also a Process Instance field that will be pre-filled with 9999999999. This can be whatever value, the Archive Pre-Process Application Engine program will populate the Process Instance with the actual value

   This table shows what the system compares the archive date to for the different data types:

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Data Type	Archive Date
Payment	• From Date, To Date, Process Instance. • From Date, To Date, Bank SetID, Bank Code, Bank Account Key, Process Instance.
Voucher	• From Date, To Date, Process Instance. • From Date, To Date, Business Unit, Process Instance.
Supplier	• As of Date. • As of Date, SetID. • As of Date, SetID, Supplier Classification. • As of Date, SetID, Supplier Persistence. • As of Date, SetID, Supplier Status.

> **Note**
>
> You can run the process multiple times to create various "what-if" scenarios based on the archive date.

2. (Optional) Review the number of rows that were selected for archiving for each table on the Audit Archiving page.

   This page lists the number of rows that were selected for archiving for each archive ID (template), archive batch number, and table combination.

> **Note**
>
> This page displays data only if you selected the **Audit Row Count** check box on the Archive Data to History page.

3. Delete the data from the transaction tables for a specific archive ID (template) and batch number on the Archive Data to History page.
4. (Optional) Rollback the transaction data from the history tables for a specific archive ID (template) and batch number on the Archive Data to History page if you deleted the transaction data in error.
5. Remove the transaction data from the history tables for a specific archive ID (template) and batch number on the Archive Data to History page.

Understanding History Tables

PeopleSoft Payables updates these history tables when you run the selection process:

Data to Archive	*FROM* History Table	*TO* History Table
Payment data	PAYMENT_TBL	AP_ARC_PYM_TB_H
	PAYMENT_RCN_TBL	AP_ARC_PYM_RC_H
	PYMNT_ADVICE	AP_ARC_PYM_AD_H
Voucher data	BCH_XREF_EXT	AP_ARC_BCH_XR_H
	DISTRIB_LINE	AP_ARC_DIST_L_H

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Data to Archive	*FROM* History Table	*TO* History Table
	DISTRIB_LINE_NP	AP_ARC_DIST_N_H
	PYMNT_VCHR_MSG	AP_ARC_PY_MSG_H
	PYMNT_VCHR_WTHD	AP_ARC_PYM_WT_H
	PYMNT_VCHR_XREF	AP_ARC_PYM_XR_H
	VCHR_ACCTG_LINE	AP_ARC_VCH_AC_H
	VCHR_DOCSEQ_HDR	AP_ARC_VCH_DO_H
	VCHR_FRGH_CHRG	AP_ARC_VCH_FR_H
	VCHR_LINE_TXGEO	AP_ARC_VCH_TG_H
	VCHR_LINE_WTHD	AP_ARC_VCH_WT_H
	VCHR_LN_EXS_DTL	AP_ARC_VCHL_E_H
	VCHR_LN_TX_DTL	AP_ARC_VCH_TX_H
	VCHR_MISC_CHRG	AP_ARC_VCH_MS_H
	VCHR_RECV_MTCH	AP_ARC_VCH_RM_H
	VCHR_SALETX_CHG	AP_ARC_VCH_ST_H
	VCHR_USETAX_CHG	AP_ARC_VCH_UT_H
	VCHR_VNDR_IBANK	AP_ARC_VCH_VI_H
	VCHRLN_MISC_CHG O	AP_ARC_VCHL_M_H
	VOUCHER_LINE	AP_ARC_VCH_LN_H
	VOUCHER	AP_ARC_VOUCH_H
	VOUCHER_HIPAA	AP_ARC_VCH_HP_H
	VCHR_VNDR_BANK	AP_ARC_VCH_VB_H
	VCHR_VNDR_INF	AP_ARC_VCH_VN_H
Supplier data	VENDOR	AP_ARC_VENDOR_H
	VENDOR_ADDR	AP_ARC_VND_AD_H
	VENDOR_ADDR_PHN	AP_ARC_VND_PH_H
	VENDOR_CNTCT	AP_ARC_VND_CN_H
	VENDOR_ID_NBRS	AP_ARC_VND_ID_H
	VENDOR_INVOICE	AP_ARC_VND_IN_H
	VENDOR_LOC	AP_ARC_VND_LC_H
	VENDOR_PAY	AP_ARC_VND_PY_H
	VENDOR_TYPE	AP_ARC_VND_TP_H
	VENDOR_WTHD	AP_ARC_VND_WT_H
	VENDOR_WTHD_JUR	AP_ARC_VND_WJ_H
	VNDR_ADDR_SCROL	AP_ARC_VND_AS_H
	VNDR_BANK_ACCT	AP_ARC_VND_BK_H
	VNDR_CNTCT_PHN	AP_ARC_VND_CP_H
	VNDR_CNTCT_SCR	AP_ARC_VND_CS_H
	VNDR_GOV_CERT	AP_ARC_VND_GC_H
	VNDR_GOV_SRC	AP_ARC_VND_GS_H
	VNDR_HDR_IND_CL	AP_ARC_VND_HN_H

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Data to Archive	*FROM* History Table	*TO* History Table
	VNDR_IBANK_ACCT	AP_ARC_VND_IB_H
	VNDR_IND_CLASS	AP_ARC_VND_IC_H
	VNDR_LOC_ID_NBR	AP_ARC_VND_LI_H
	VNDR_LOC_SCROL	AP_ARC_VND_LS_H
	VNDR_RTV_FEE	AP_ARC_VND_RT_H
	VNDR_URL	AP_ARC_VND_UR_H
	VNDR_VAT_RGSTRN	AP_ARC_VND_VT_H
	VNDR_RPT_ELEM	AP_ARC_VND_RP_H
Payment Request data	PR_REQUEST	PR_REQUEST_H
	PR_ATT	PR_ATT_H
	PR_LINE	PR_LINE_H
	PR_DIST	PR_DIST_H
	PV_ATTACHMENTS	PR_ATTACHMENT_H
	PR_VNDR	PR_VNDR_H
Payment Request Message data	PR_CONVER_REC	PR_CONVER_REC_H
	PR_CONVER_HDR	PR_CONVER_HDR_H
	PR_CONVER_LINE	PR_CONVER_LINE

The data in these tables is keyed by the archive ID (template) and batch number for each archive run. If you want to see all transactions that are selected to archive you can run a query on the history tables or you can run one of the PeopleSoft Payables archive reports.

You may not want to delete data from the history tables each time that you select and delete data from the transaction tables. This way the data will be available for a period of time to enable you to restore the data into the transaction tables. Oracle recommends that you create a schedule for deleting data from the history tables. Before you delete data from the history tables, you should use a third-party database utility to copy the contents to a flat file.

Important

If you decide to run the archive selection process again because you didn't select the correct data, you must first use the Data Archive Manager option to remove the data from the history tables.

Note

After archiving is complete for any tables which are part of a Search Definition (index) for this product, the search indexes should be incrementally built to remove the records from the index.

Restoring Archived Data

This section provides an overview of data restoration and lists the page used to restore data.

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Page Used to Restore Archived Data

Page Name	Definition Name	Usage
Archive Data to History Page	PSARCHRUNCNTL	Select an archive template, select *Rollback* as the process type, and enter the batch number for the process run of the data that you want to restore.

Understanding Data Restoration

The *Selection* process type option on the Archive Data to History page places a copy of the data in the transaction tables in the history tables and the *Delete* process type option removes the transaction data from the transaction tables. If you delete the data from transaction tables in error, you can restore the data from the history tables by using the *Rollback* process type option on the Archive Data to History page. The process restores all data for a specific archive ID (template) and process run. You cannot restore selected data. For example, you cannot specify that you want to restore data for a specific payment, voucher, or supplier.

To access the Archive Data to History page, use the navigation: **PeopleTools**, and then **Data Archive Manager**, and then **Archive Data to History**

Important

After you delete data from the history tables, you cannot restore it to the transaction tables unless you first manually restore it to the history tables from a flat file.

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Managing Voucher Line Tax Information with Taxware and Vertex

Managing Voucher Line Tax Information with Taxware and Vertex

This section provides an overview of voucher unposting when using Taxware and Vertex.

Pages Used to Manage Voucher Line Tax Information with Taxware and Vertex

Page Name	Definition Name	Usage
Sales/Use Tax Summary Page	AP_SUT_SUMM_PG	Review the sales and use tax information for all the voucher lines, and if applicable, modify tax information.
Invoice Line Tax Information Page	VCHR_LINE_TAX	Review and, if applicable, override tax settings for the voucher line.
GeoCodes and Addresses Page	VCHR_LINE_TXGEO	Define a new tax location for vouchers (Taxware or Vertex users only).

Understanding Voucher Unposting When Using Taxware and Vertex

Unposting a voucher does not activate Taxware and Vertex to recalculate any edited amounts. This means if you are using Taxware or Vertex and need to change the tax parameters on the Invoice Line Tax Information page when unposting vouchers, first enter a reversal voucher to reverse all the accounting entries, then enter a new voucher with the changed tax parameters. This applies if you are reversing single vouchers, or multiple vouchers using the Voucher Mass Maintenance component (VCHR_MASS_MAINT).

Sales/Use Tax Summary Page

Use the Sales/Use Tax Summary page (AP_SUT_SUMM_PG) to review the sales and use tax information for all the voucher lines, and if applicable, modify tax information.

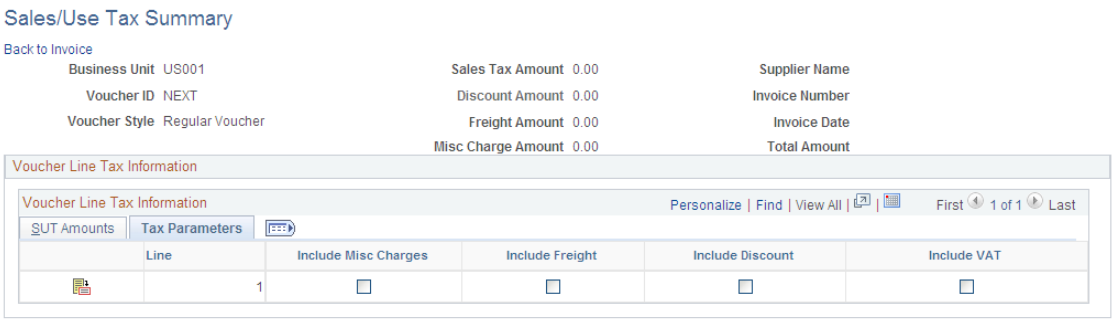
Navigation:

Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **Regular Entry**, and then **Invoice Information**

Click the **Sales/Use Tax Summary** link on the Invoice Information page.

This example illustrates the fields and controls on the Sales/Use Tax Summary page with Taxware. You can find definitions for the fields and controls later on this page.

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> **Note**
>
> Only fields specific to Taxware and Vertex are discussed in this section. Other voucher fields are discussed in detail in "Entering and Processing Vouchers Online: General Voucher Entry Information."

Voucher Line Tax Information

Field or Control	Description
	Click to access the Invoice Line Tax Information page to review detail tax information for this voucher line.
Override Tax Location	Click to access the GeoCodes and Addresses page, where you can define a new Taxware or Vertex tax location.
Tax Destination	Indicates the location for which a sales or use tax is applicable. This value is defined as a ship to location, but it does not have to be the same as the ship to location defined in the PeopleSoft Payables control hierarchy.

Fields displayed when you select the **More Information** tab are discussed in detail in the following section.

See Invoice Line Tax Information Page.

Tax Details

These fields are display-only and represent information returned by Taxware or Vertex. These fields display the amounts that are due to each tax agency for each voucher line.

> **Note**
>
> For a single voucher line, up to four tax code types can be displayed: *County, State, City,* and *District.*

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Related Topics

- Sales/Use Tax Summary Page
  Use the Sales/Use Tax Summary page (AP_SUT_SUMM_PG) to review the sales and use tax information for all the voucher lines, and if applicable, modify tax information.

Invoice Line Tax Information Page

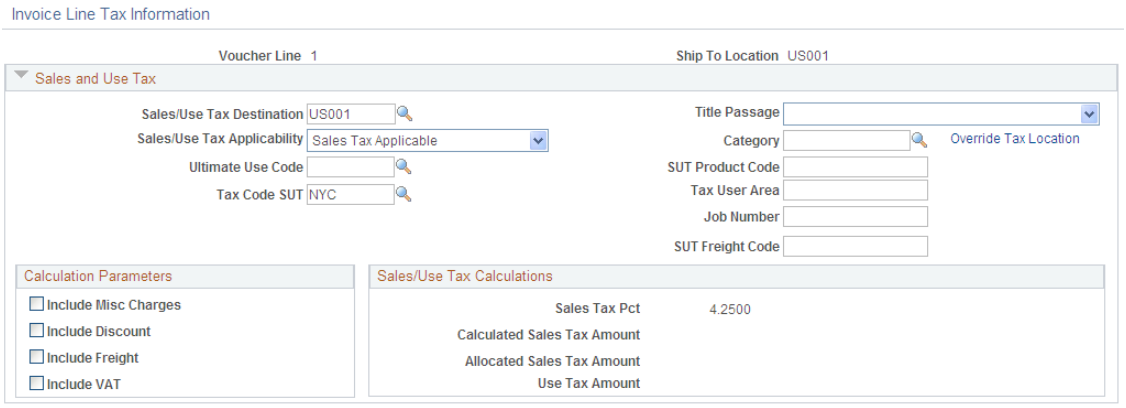
Use the Invoice Line Tax Information page (VCHR_LINE_TAX) to review and, if applicable, override tax settings for the voucher line.

Navigation:

Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **Regular Entry**, and then **Invoice Information**

Click the **Sales/Use Tax** link in the **Invoice Lines** group box on the Invoice Information page.

This example illustrates the fields and controls on the Invoice Line Tax Information page with Taxware. You can find definitions for the fields and controls later on this page.



The fields on this page display values that are passed to the voucher line through the PeopleSoft Payables default hierarchy. If the voucher was created by copying a purchase order, purchase order values override the PeopleSoft Payables default hierarchy, so the voucher inherits sales and uses tax data from the purchase order. However, the third-party tax application provides the tax rates used in the calculation. When you create a new voucher, all of the fields on this page can be overridden for the voucher line.

> **Note**
>
> Only fields specific to Taxware and Vertex are discussed in this section. Other voucher fields are discussed in detail in "Entering and Processing Vouchers Online: General Voucher Entry Information."

Fields Appearing For Third-Party Tax Applications Only

Additional fields appear on this page if you have installed and enabled a third-party tax application, like Taxware or Vertex.

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Sales and Use Tax

Field or Control	Description
Title Passage	Select *Buyer Dest* (buyer destination), *Consignee,* or *Sell Origin* (seller origin). These applications use this information to apply the appropriate tax calculation algorithms.
Category	Select a category that applies to the voucher line. This system populates this field by default from the purchase order.
SUT Product Code, Tax User Area, Job Number, and **SUT Freight Code**	Displays information that is copied from the purchase order if the voucher is created by copying a purchase order. These fields are information-only and appear on the third-party tax application register.
Override Tax Location	Click to access the GeoCodes and Addresses page, where you can define a new Taxware or Vertex tax location. You can enter an address for any one or all four addresses to determine the applicable tax; point of order, order acceptance (Taxware only), ship to, and ship from addresses. **Note:** If you enter a one-time address in PeopleSoft Purchasing, that address populates this field.

Tax Details

These are display-only fields. After you return to the Invoice Information page and save the voucher, access the Voucher Line Tax Information page again. These fields will now display the amounts that are due to each tax agency for the voucher line.

Related Topics

- Entering Invoice Information for Online Vouchers
  This section provides an overview of voucher dependencies and balancing functionality.

GeoCodes and Addresses Page

Use the GeoCodes and Addresses page (VCHR_LINE_TXGEO) to define a new tax location for vouchers (Taxware or Vertex users only).

Navigation:

Click the **Override Tax Location** link on the Invoice Line Tax Information page

This page is used only by Taxware or Vertex, and the fields vary depending on which application you selected on the Installation Options - Overall page.

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Field or Control	Description
Location Type	Enter a location address option. For Taxware, the options are *Order Acpt* (order accepted), *POO* (point of order origin), *Ship From*, *Ship To*, *Service Performed* For Vertex, the options are *Order Acpt* (order accepted), *Ship From*, *Ship To*, *Service Performed* The system populates the *Ship From* geocode by default from the supplier. The system populates the *Order Acpt* and *POO* fields from the *Ship From* field unless you entered a one-time address on the PO or the voucher specifically for order accept or point of order origin.
GeoCode	Displays a value that is used by third-part tax applications to link a location to the tax calculation algorithms. If you did not select a geocode, this field displays a **Lookup** link. Clicking the geocode value or **Lookup** link accesses the Tax GeoCode Selection page, where you select a geocode value for the location.

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Processing Value Added Tax (VAT) in PeopleSoft Payables

Understanding VAT Processing in PeopleSoft Payables

PeopleSoft Payables enables you to record and report VAT information associated with vouchers. Before you can do this, you must set up your VAT environment and enable your business units for VAT.

The system calculates VAT based on the information you enter during setup (for example, VAT codes which determine the VAT rates that the system uses).

The system loads the VAT information on all your PeopleSoft Payables transactions and documents into the VAT transaction table and then into the VAT reporting tables, which you can use to create VAT returns and other VAT reports.

You set up VAT for PeopleSoft Payables and any other of your Oracle's PeopleSoft applications that process VAT transactions using the VAT and Intrastat components and pages. VAT setup and the associated system pages are described in detail in the *PeopleSoft Global Options and Reports documentation.*

Related Topics

- Understanding VAT Processing in PeopleSoft Payables
  PeopleSoft Payables enables you to record and report VAT information associated with vouchers. Before you can do this, you must set up your VAT environment and enable your business units for VAT.

Common Elements Used in VAT Processing in Payables

Field or Control	Description
VAT Entity	Displays the code identifying the VAT reporting entity.

Understanding Accounts Payable VAT Calculations and Accounting Entries

This section discusses:

- VAT calculations in PeopleSoft Payables.
- VAT accounting entries in PeopleSoft Payables.

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VAT Calculations in PeopleSoft Payables

This section discusses VAT calculations in PeopleSoft Payables.

Exclusive VAT Calculation for Vouchers

In the case of exclusive VAT vouchers, when you save the voucher, a VAT confirmation process takes place. The system calculates the VAT amount for each line based on entered VAT values and stores that amount on the distribution line. The system compares the calculated amount to the amount of VAT that you entered on the voucher header. If there is a discrepancy, the system compares the amount of difference against the VAT tolerance rules, as defined in your PeopleSoft Payables control hierarchy. If the difference is within tolerance, the voucher is accepted and the difference is allocated to the distribution line with the highest VAT basis amount upon running the Voucher Posting Application Engine process (AP_PSTVCHR). If the difference is out of tolerance, and you have set up VAT tolerance checking to issue a warning, the system alerts you with a warning message to check for input errors (you also have the option of having the system issue an error or not check for tolerances at all.) The system stores the calculated VAT amount on the voucher header, but the payment is always based on the VAT amount shown on the supplier's invoice.

Inclusive VAT Calculation for Vouchers

Another common processing scenario generally occurs with low monetary value invoices. In this case, known as VAT inclusive, the amount of VAT is not explicitly detailed on the voucher, but is included in the merchandise amount for each voucher line. The system calculates the amount of VAT for the voucher and stores the amount for reporting purposes. The system calculates the VAT at the line level and stores the sum of all VAT amounts, on all lines, on the voucher header.

Vouchers with a VAT Exemption

When your organization is VAT exempt, the VAT Exception Type is *Exoneration.* In this case, the transactions are treated as taxable at a zero-rate. This means that the transaction line would have a taxable type VAT Applicability *(X)* and a VAT code with a zero rate should be specified on the line. There is nothing that prevents you from entering a VAT amount on the header in this case—even if all of the lines are zero-rated. However, the VAT tolerance check occurs (unless you have opted not to use it), since the calculated VAT amount would be zero.

When the good or service is VAT exempt, the voucher line is flagged with a VAT Applicability of *Exempt,* and there is no VAT code on the line. In this case, you are not allowed to enter a VAT amount on the header if all lines are flagged as exempt. However, it is possible for a voucher to contain a mixture of taxable and exempt lines, in which case you can enter a VAT amount on the header.

Another type of VAT exemption occurs when you have been granted a temporary suspension from paying VAT. In this case the transaction line has a taxable-type VAT Applicability *(S),* and a VAT code with a zero-rate should be specified on the line.

Finally, when a transaction line is outside the scope of VAT, VAT calculation simply ignores the transaction (except in some exceptional circumstances). Like exempt goods or services, these lines have a VAT applicability of *O,* no VAT code on the line, and you would be unable to enter a VAT amount on the header if all lines are thus flagged.

Postponed or Self-Assessed VAT

In some cases, you are required to record both input and output VAT on a voucher. In this case, VAT is due on your purchase but has not been charged by the supplier. Instead of

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including the VAT in your payment to the supplier, you pay it to your country's VAT authorities. Examples of this include EC acquisitions, reverse charge transactions in Europe, and self-assessed GST in Canada. This may also be referred to as *postponed VAT* or *self-imposed VAT.* When VAT is self-assessed, the record output VAT flag is set to *Y.* If all of the voucher lines are self-assessed, then you enter no VAT amount; the system calculates the VAT amount for each line and stores the total on the voucher header.

If you have both self-assessed and non self-assessed voucher lines, any VAT amount entered on the voucher header applies only to the non self-assessed lines.

VAT Accounting Entries in PeopleSoft Payables

VAT accounting entries are created by voucher posting and payment posting, when applicable, for each combination of general ledger business unit, VAT code, and VAT transaction type that exists in the voucher distribution. Several factors affect how VAT can be accounted for, as follows:

- If you are recording input VAT only, where VAT is included on the invoice and the VAT amount is payable to the supplier, the VAT amount is included in the accounts payable entry during voucher posting.
- If you are recording both input and output VAT, where VAT is not included on the invoice and you may be liable for VAT, but it is not payable to the supplier, the system creates a separate VAT liability entry during voucher posting.
- The VAT declaration point determines the date on which VAT is recognized.

  If VAT is declared at time of payment, intermediate VAT accounting entries are created by voucher posting. Payment posting reverses the intermediate entries and creates the VAT accounting entries against the final VAT accounts. If VAT is declarable at invoice, delivery, or accounting date, the VAT accounting entries for the final VAT accounts are created by voucher posting; no intermediate accounts are used.
- If VAT is initially calculated at gross and then recalculated at the time of payment, and a cash discount is being taken, adjusting VAT accounting entries are created by payment posting to reduce the amount of VAT that is recorded, based on the amount of the discount.
- Voucher posting and payment posting create separate entries for recoverable VAT and non-recoverable VAT.

  If you are prorating non-recoverable VAT, the non-recoverable VAT is applied to the expense accounts specified for each VAT-applicable line. If you are not prorating non-recoverable VAT, the non-recoverable VAT is applied to the non-recoverable VAT account specified for each VAT code and VAT transaction type. If the **Allocate Non-Recoverable** option is selected on the transaction, then the system looks to the ChartField inheritance options for each ChartField to determine whether the value is inherited from the associated expense distribution line, from the defaults defined for the business unit, or from the VAT accounting template. If the **Allocate Non-Recoverable** option is deselected, then the rest of the ChartFields default from the VAT accounting template.
- VAT can be recorded in the general ledger using the general ledger business unit associated with the accounts payable business unit on the voucher header or the general ledger business unit on the voucher distribution line, depending on the VAT interunit settings.

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Related Topics

- Understanding VAT Processing in PeopleSoft Payables
  PeopleSoft Payables enables you to record and report VAT information associated with vouchers. Before you can do this, you must set up your VAT environment and enable your business units for VAT.

Entering Online Vouchers With VAT

VAT information for vouchers defaults through the PeopleSoft Payables control hierarchy. When you enter VAT-applicable vouchers online, you can review and override VAT defaults at the voucher header, voucher line, and voucher distribution line levels. You may specify that VAT defaults on lower levels be reset based on any overrides made at the higher levels. You can also enter a VAT amount for the voucher header and review VAT calculations before you save the voucher.

Pages Used to Enter Online Vouchers With VAT

Page Name	Definition Name	Usage
Invoice Header VAT Information Page	VCHR_VAT_HD_EXP	Review and, if applicable, override the voucher's VAT settings.
Invoice Line VAT Information Page	VCHR_LINE_VAT_SEC1	Review, and if applicable, override VAT defaults for the voucher line. Enter Intrastat information for Intrastat-applicable vouchers.
Voucher Distribution Line VAT Information Page	DISTRIB_LN_VAT_SEC	Review, and if applicable, override VAT defaults for the distribution line.
Invoice VAT Summary Information Page	VCHR_VAT_SM_EXP	Review the VAT amounts summarized by VAT rate. This page provides a preliminary view of the VAT calculations based on the parameters that have defaulted (or been manually updated), as well as the amounts entered. You can also link from this page to the VAT header, line, and distribution line defaults pages.

Invoice Header VAT Information Page

Use the Invoice Header VAT Information page (VCHR_VAT_HD_EXP) to review and, if applicable, override the voucher's VAT settings.

Navigation:

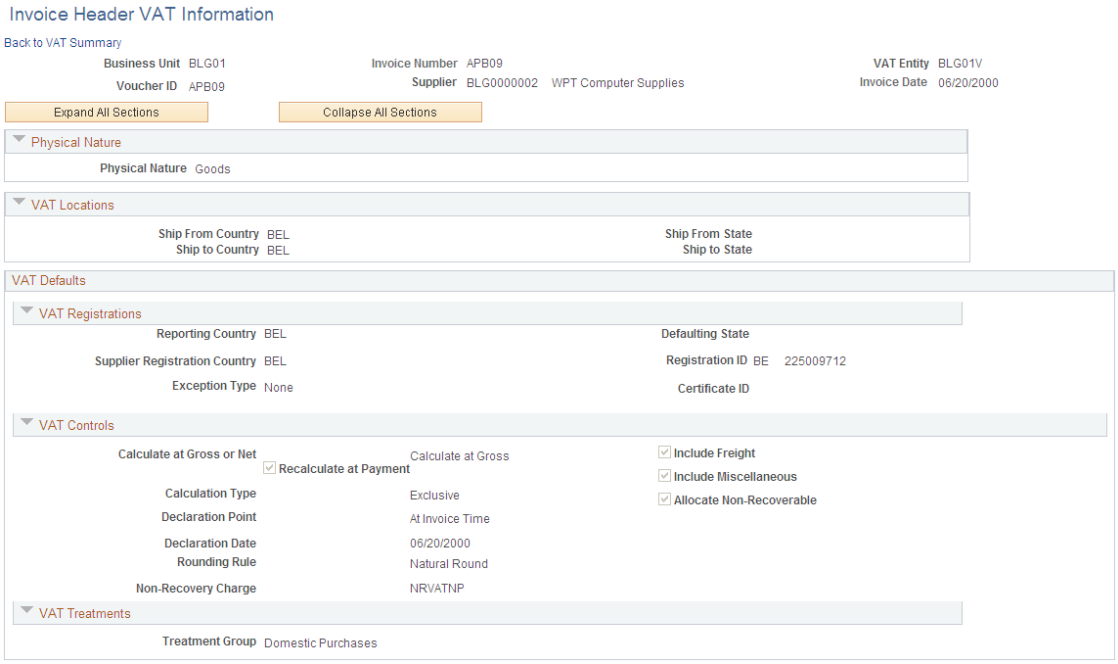
Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **Regular Entry**, and then **Invoice Information**

Click the **VAT Summary** link on the Invoice Information page.

Click the **Transfer to VAT Header** link on the Invoice VAT Summary Information page.

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This example illustrates the fields and controls on the Invoice Header VAT Information page. You can find definitions for the fields and controls later on this page.



> **Note**
>
> Because complex algorithms are used to obtain the VAT voucher header defaults, avoid overriding these values whenever possible. If you do change any values on this page, be aware that values that appear lower down on the page can be dependent on values that appear higher up on the page. For example, if you override the VAT reporting country, all other VAT default fields that appear lower down on the page will have to be changed to the default values defined for the new VAT reporting country. You should therefore work from top to bottom and click the **Adjust Affected VAT Defaults** button in the **Adjust/Reset VAT Defaults** collapsible region each time you change a value. This automatically updates any dependent values that appear on the page, and avoids updating values that you have already overridden.

Physical Nature

Field or Control	Description
Physical Nature	Indicates whether an object is a good or a service. For many countries there is a requirement to report the sale and/or purchase of goods separately from services. The system defaults this value from the supplier or PeopleSoft Payables business unit, depending on the transaction.
Change Physical Nature	Click to override the default physical nature value for this invoice. The system resets all of the VAT defaulting for this level only.

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VAT Locations

The following terms appear only when the transaction is for a service: **Location Country, Location State, Supplier Location Country, Supplier Location State, Service Performed Country,** and **Service Performed State.**

Field or Control	Description
Location Country	Shows the PeopleSoft Payables business unit country.
Location State	Shows the PeopleSoft Payables business unit state. This field is applicable only in a VAT environment that tracks the tax by regional subunit of a country, such as a province or state.
Supplier Location Country	Shows the supplier location country.
Supplier Location State	Shows the supplier location state.
Service Performed Country	Depending on the services performed flag setting in the VAT defaulting hierarchy (for example at the supplier or business unit level), the system sets the value for this field as follows: • If it is the ship from location, it sets it to the supplier location country. • If it is the ship to location, it sets it to the PeopleSoft Payables business unit country. • If it is the buyer's location, it sets it to the PeopleSoft Payables business unit country. • If it is the supplier's location, it sets it to the supplier location country.
Service Performed State	Depending on the services performed flag setting in the VAT defaulting hierarchy (for example the supplier or business unit level), the system sets the value for this field as follows: • If it is the ship from location, it sets it to the supplier location state. • If it is the ship to location, it sets it to the PeopleSoft Payables business unit state. • If it is the buyer's location, it sets it to the PeopleSoft Payables business unit state. • If it is the supplier's location, it sets it to the supplier location state. This field is applicable only in a VAT environment that tracks the tax by regional subunit of a country, such as a province or state.
Ship From Country	Shows the country from which the good or service is shipped. In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment.

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Field or Control	Description
Ship From State	Shows the state from which the good or service is shipped. In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment. This field is applicable only in a VAT environment that tracks the tax by regional subunit of a country, such as a province or state.
Ship To Country	Shows the country to which the good or service is shipped. In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment. **Note:** This value must be identical to the country of the Ship To ID on the voucher line.
Ship To State	Shows the state to which the good or service is shipped. In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment. This field is applicable only in a VAT environment that tracks the tax by regional subunit of a country, such as a province or state.

VAT Service Specific Defaults

This region displays only when the transaction is for a service.

Field or Control	Description
Service Type	Displays the VAT service type of *Freight* or *Other*. The value in this field determines whether or not the special rules for freight transport within the European Union apply. The value comes from the VAT default hierarchy.
Place of Supply Driver	Displays the usual place of supply (meaning, the place where VAT is usually liable) for the service. This value is used to help determine the place of supply country and the VAT treatment. Options are: *Buyer's Countries*, *Supplier's Countries*, or *Where Physically Performed*. The system derives the value from the VAT default hierarchy.

VAT Registrations

Field or Control	Description
Reporting Country	Shows the country for which this VAT will be reported. This is the VAT Entity or VAT registration country and determines many of the VAT defaults.

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Field or Control	Description
Defaulting State	If the reporting country requires that VAT be tracked by state or province, this field displays the state within the reporting country that is used to retrieve values from the VAT Defaults table.
Supplier Registration Country and **Supplier Registration ID**	Registration country and ID of the supplier taken from the supplier information.
Exception Type	Where applicable, exception granted for the VAT entity. Options are: *None*, *Exonerated,* or *Suspended.* This value is obtained from the VAT entity registration for the VAT reporting country.
Certificate ID	If applicable, displays the ID of the VAT exception certificate that may have been issued to the VAT entity.

VAT Controls

Field or Control	Description
Calculate at Gross or Net	Shows how VAT is calculated. The default value comes from the VAT entity driver. Options are: *Gross:* The system calculates VAT before it applies any early payment discounts. *Net:* The system calculates VAT after it deducts early payment discounts. If there are two percentage discounts, the system uses the larger of the two when it calculates VAT. The system will not use discount amounts, only discount percentages.
Recalculate at Payment	If you are calculating VAT at gross, select this check box to enable VAT recalculation at payment time to allow for any early payment discounts. This causes the system to adjust the VAT amount at the time of payment if the discount has been taken. This value is set on the VAT entity driver and defaults from the VAT hierarchy. **Note:** If *Voucher VAT Controls* is set to *Calculate at Gross* and the *Recalculate at Payment* option is selected, the Discount calculations include the VAT amount. If *Calculate at Gross* and the *Recalculate at Payment* option is not selected, the Discount calculations are based on the Voucher amount. This option is not applicable when *Voucher VAT Controls* is set to *Calculate at Net*. See an example of Accounting Entry Calculations at the end of this section.

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Field or Control	Description
Calculation Type	Indicates the type of VAT calculation. Options are: *Exclusive:* The VAT amount is stated separately from the merchandise amount on the invoice, and is added to the total merchandise amount to obtain the voucher gross amount. The total VAT amount is entered on the voucher header. *Inclusive:* The VAT is included in the merchandise amount specified for each line and is not stated separately. No separate VAT amount is entered on the voucher header. This value is set on the AP Options driver and defaults through the VAT hierarchy (voucher origin, control group, supplier, and supplier location.)
Declaration Point	For a good or a service, shows when you want VAT transaction information to be recognized for reporting purposes. Options are: *Acctg Date* (accounting date): VAT is recognized on accounting date. *Delivery:* VAT is recognized on delivery. *Invoice:* VAT is recognized at time of invoice. *Payment:* VAT is recognized at time of payment. This value is set on the VAT entity registration driver and defaults through the VAT hierarchy (PeopleSoft Payables business unit options, voucher origin, control group, supplier, and supplier location.)
Declaration Date	Shows the date on which the VAT is recognized. It defaults from the accounting date when the **Declaration Point** is *Acctg Date* (accounting date). You cannot override this date, however, you may modify the accounting date on the Invoice Information page. It defaults from the shipment date, receipt date, or invoice date, in that order, when the **Declaration Point** is *Delivery*. You may override this date. It defaults from the invoice date when the **Declaration Point** is *Invoice*. You may override this date.

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Field or Control	Description
Rounding Rule	Shows the VAT rounding rule. The value comes from the VAT country driver and defaults through the VAT hierarchy. Options are: *Natural Round:* Amounts are rounded normally (up or down) to the precision specified for the currency code. For example, for a currency defined with two decimal places, 157.4659 would round up to 157.47, but 157.4649 would round down to 157.46. *Round Down:* Amounts are rounded down. For example, for a currency defined with two decimal places, 157.4699 would round down to 157.46. *Round Up:* Rounds up and limits rounding precision to one additional decimal place. For example, for a currency defined with 2 decimal places, 157.4659 would round up to 157.47, but 157.4609 would be rounded down to 157.46.
Non-Recovery Charge	Shows the charge code for the non-recoverable VAT. The values default from the Procurement Control - Non-Merch Charges page.
Calc on Advance Payments (calculate on advance payments)	Select for the system to calculate VAT on advance payments for vouchers of the *Prepaid Voucher* voucher style. The value is derived from the VAT entity registration driver. **Note:** You must specify the correct declaration point option when defining VAT defaults for the system to automatically and correctly perform this calculation. On the VAT Defaults Setup page for the VAT driver type *Entity Registration,* select the VAT for advance payment check boxes.
Include Freight	Select for the system to include any freight amounts in the VAT basis by calculating VAT on the merchandise amount plus any freight amount. This option is only available for exclusive VAT calculation. The value comes from the VAT entity registration driver.
Include Miscellaneous	Select for the system to include any miscellaneous charge amounts in the VAT basis by calculating VAT on the merchandise amount plus any miscellaneous charge amount. This option is only available for exclusive VAT calculation. The value comes from the VAT entity registration driver.

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Field or Control	Description
In Reporting Currency	Select to enter the VAT amount in the VAT reporting currency. You enter the VAT amount by clicking the **Enter Reporting Amounts** link to open the VAT Reporting Currency Amounts page, where you can enter the total VAT amount and the total VAT applicable amount in the reporting currency, and the applicable exchange rate. The system automatically calculates the VAT based on this exchange rate on saving the page. The In Reporting Currency value comes from the VAT entity registration driver. **Note:** This option is only available if the **Amounts in Reporting Currency** option for the VAT entity registration driver in the VAT Defaults table is set to *Y*. Additionally, the VAT Treatment Group for the voucher must be *Domestic Purchases* and the transaction currency for the voucher must be different from the VAT reporting currency
Enter Reporting Amounts	Click to open the VAT Reporting Currency Amounts page on which you can enter the total VAT applicable amount and the total VAT amount in the VAT reporting currency. The system automatically calculates the exchange rate.
Allocate Non-Recoverable	This check box is applicable only when non-recoverable VAT is not being prorated. When non-recoverable VAT is not being prorated, the system obtains the account and alternate account for the non-recoverable VAT accounting entry from the VAT accounting template associated with the VAT code. If this check box is selected, the other, non-account ChartFields will be obtained based on the ChartField inheritance options that have been defined for non-recoverable VAT. For each ChartField, these options allow you to specify whether the ChartField value is inherited from the expense distribution line, whether the value comes from the business unit defaults, or whether the value comes from the VAT accounting template. If this check box is not selected, the other, non-account ChartFields are all obtained from the VAT accounting entry template. The value of this check box comes from the Procurement Control component.

VAT Treatments

Field or Control	Description
Place of Supply Country	Displays the country in which the VAT is liable. This field appears only when the transaction is for services.

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Field or Control	Description
Treatment Group	Displays the appropriate VAT treatment group. Options are: *Domestic Purchases, European Union Purchases, Imports, No VAT Processing,* and *Out of Scope.* Within Oracle's PeopleSoft applications, detail VAT treatment values on the transaction lines, which come from complex algorithms, are used for applying the precise defaults applicable to the transaction lines. Each of these detail VAT treatment values are associated with a VAT treatment group. The system tracks the VAT treatment group on the header enabling individual transaction lines to be grouped together into invoices during batch processes and to validate the detail line VAT treatment values on the transaction lines.

Adjust/Reset VAT Defaults

Any changes you make to fields on this page may affect VAT defaults on this page. For accuracy and consistency, use the following fields and buttons to adjust affected VAT defaults or to reset all VAT defaults. Adjusting or resetting VAT defaults will only affect fields within the VAT Defaults group box.

Field or Control	Description
Adjust Affected VAT Defaults	Click this button to have the system adjust the VAT defaults that are affected by your changes, after you have selected the affected levels. All changes you have made to VAT Defaults on this page that affect other VAT Defaults on this page will be retained. Oracle recommends that you always click the **Adjust Affected VAT Defaults** button after changing any defaults on the VAT page. As values that appear lower down on the page can be dependent on values that appear higher up on the page, you should work from top to bottom and click the **Adjust Affected VAT Defaults** button in the **Adjust/Reset VAT Defaults** collapsible region as needed. This avoids updating values that you have already overridden.
	Click the **List of fields to be selected** icon to view a list of all of the fields whose values will be adjusted if you click the **Adjust Affected VAT Defaults** button.

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Field or Control	Description
Levels	Select the levels to which you want the action to apply before you click the **Reset All VAT Defaults** button: *All lower levels:* Reset the VAT defaults for the voucher line and the voucher distribution line. *This and all lower levels:* Reset the defaults for the voucher header, the voucher line, and the voucher distribution line. *This level only:* Reset the defaults for the voucher header only.
Reset All VAT Defaults	Click to reset any fields that you may have overridden on this page (including those that you changed by clicking the **Adjust Affected VAT Defaults** button) back to the original defaults before you save the page. Depending on your selection in the **Level** field, the VAT default values will be reset for the voucher header, the voucher line, the distribution line, or all three. **Note:** Reset completely redetermines the VAT defaults. If you have changed a VAT driver field, resetting VAT defaults does not necessarily return the original default values. Rather, it resets all of the default values based on the new driver value.

Example 45-1 Example of Accounting Entry Calculations

This example shows the calculation of accounting entries when Recalculate at Payment option is selected and when not selected. Consider a voucher amount of 1000 with a recoverable VAT of 5% and a prompt payment discount of 2% if payment is made within 10 days.

Type of Accounting Entries	Detail	Accounting Entries - Recalculate at Payment option is selected	Accounting Entries - Recalculate at Payment option is not selected
Accrual accounting entries	Voucher amount	1000	1000
Accrual accounting entries	VAT	50	50
Accrual accounting entries	Net amount payable	-1050	-1050
Payment Accounting Entries	Amount payable to Supplier	1050	1050
Payment Accounting Entries	Bank	-1029	1030
Payment Accounting Entries	Discount	-21	20

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Type of Accounting Entries	Detail	Accounting Entries - Recalculate at Payment option is selected	Accounting Entries - Recalculate at Payment option is not selected
VAT Adjustment Accounting Entries for Discount	VAT	-1	No entries are passed
VAT Adjustment Accounting Entries for Discount	VAT	1	No entries are passed

Related Topics

- PeopleSoft Global Options and Reports: Establishing VAT Defaults

Invoice Line VAT Information Page

Use the Invoice Line VAT Information page (VCHR_LINE_VAT_SEC1) to review, and if applicable, override VAT defaults for the voucher line.

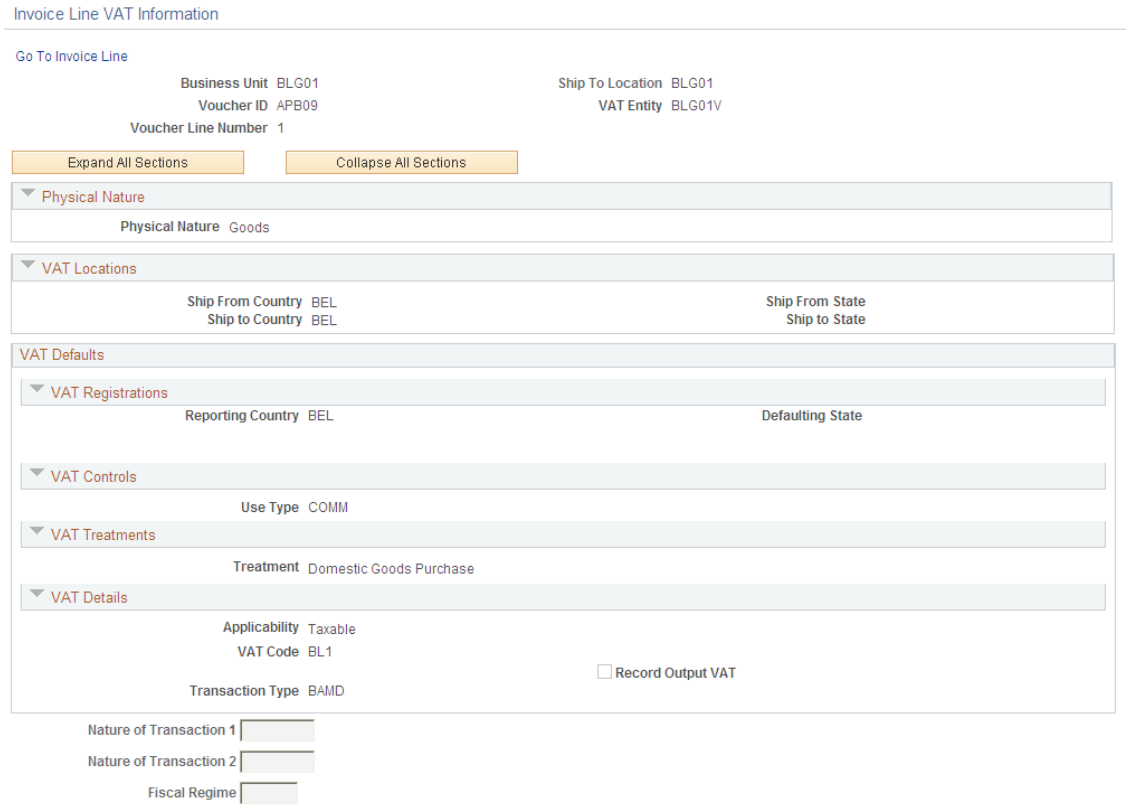
Enter Intrastat information for Intrastat-applicable vouchers.

Navigation:

Click the **Invoice Line VAT** link in the **Invoice Lines** scroll area on the **Invoice Information** page. This link appears as the VAT/Intrastat link for adjustment voucher lines.

This example illustrates the fields and controls on the Invoice Line VAT Information page. You can find definitions for the fields and controls later on this page.

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> **Note**
>
> Because complex algorithms are used to obtain the VAT defaults, avoid overriding these values whenever possible. If you do change any values on this page, be aware that values that appear lower down on the page can be dependent on values that appear higher up on the page. For example, if you override VAT applicability, the VAT code and transaction type will also have to be changed. You should therefore work from top to bottom and click the **Adjust Affected VAT Defaults** button in the **Adjust/ Reset VAT Defaults** collapsible region as needed. This automatically updates any dependent values that appear on the page, and avoids updating values that you have already overridden.

Physical Nature

The fields displayed are the same as those described for the Invoice Header VAT Information page.

VAT Locations

The fields displayed are the same as those described for the Invoice Header VAT Information page.

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VAT Service Specific Defaults

Field or Control	Description
Service Type	Displays the VAT service type of *Freight* or *Other* if the transaction is for a service. The value in this field determines whether or not the special rules for freight transport within the European Union apply. The value comes from the VAT default hierarchy.
Place of Supply Driver	Displays the usual place of supply (meaning, the place where VAT is usually liable) for the service if the transaction is for a service. This value is used to help determine the place of supply country and the VAT treatment. Options are: *Buyer's Countries*, *Supplier's Countries*, or *Where Physically Performed.* The value comes from the VAT default hierarchy.

VAT Registrations

Many of these fields are the same as those described for the Invoice Header VAT Information page. Others include:

Field or Control	Description
Reporting Country	Shows the country for which this VAT will be reported. This is the VAT Entity VAT registration country and determines many of the VAT defaults.
Defaulting State	Displays the state within the reporting country for which an associated value is retrieved from the VAT defaults table if the reporting country requires that VAT be tracked by state or province.

VAT Controls

Field or Control	Description
Use Type	Determines the split between recoverable (taxable) and nonrecoverable (nontaxable) VAT. For the Canadian public sector, the use type also determines the rebate of the nonrecoverable VAT. VAT rebates are calculated based on statutory rebate rates that are established for each Public Service Body. The value comes from the VAT default hierarchy—specifically, Payables Options, voucher origin, control group, supplier location, and item.

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VAT Treatments

Field or Control	Description
Place of Supply Country	Displays the country in which the VAT is liable. The value comes from complex algorithms. This field appears only when the transaction is for services.
Treatment	Select the appropriate VAT treatment, but only if the algorithms did not return the correct value. Options are: *Domestic Goods Purchases:* This refers to the purchase of goods where the supplier and customer are located in the same country. *Domestic Services Purchases:* This refers to the purchase of services where the supplier and customer are located in the same country. *Domestic Reverse Chg Purchase:* This refers to the purchase of goods subject to the domestic reverse charge. Transaction lines flagged for the reverse charge should have the reverse charge applied if the overall total of the reverse charge goods on the invoice is equal to or greater than the threshold amount specified for the VAT reporting country. *EU Goods Purchase:* This refers to goods purchased within the European Union (EU). *EU Service Purchase:* This refers to services purchased within the European Union (EU). *No VAT Processing:* No VAT is processed for this voucher line. *Outside of Scope:* This is outside the scope of VAT. *Self-Assess Goods Import:* This refers to imported goods for which the customer is self-assessing the VAT. The supplier is not registered to collect VAT but the customer is liable to pay VAT to the VAT authority. *Self-Assess Service Import:* This refers to imported services for which the customer is self-assessing the VAT. The supplier is not registered to collect VAT but the customer is liable to pay VAT to the VAT authority. *Zero-rated Goods Import:* This refers to imported goods subject to zero-rate VAT. Within Oracle's PeopleSoft applications, detail VAT treatment values on the transaction lines are used for applying the precise defaults applicable to the transaction lines.

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VAT Details

Field or Control	Description
Applicability	Shows the VAT status. Options are: *Taxable*, *Exempt* (not subject to VAT), and *Outside of Scope of VAT*. The value comes from an algorithm that uses the VAT Applicable default, the treatment, and the exception type.
VAT Code	Shows the VAT code that defines the rate at which VAT is calculated for this line. The value comes from an algorithm that uses the treatment and applicability to retrieve the applicable VAT Code default from the VAT default hierarchy.
Transaction Type	Shows the code that categorizes and classifies this transaction for VAT reporting and accounting. The value comes from an algorithm that uses the treatment and applicability to retrieve the applicable Transaction Type from the VAT default hierarchy.
Record Output VAT	Select this check box to enable voucher entry when VAT is not included on the invoice but is payable to your VAT authority rather than the supplier. In this case, you will be accounting for both input and output VAT for the purchase. This will be the case for an Intra-EU Acquisition or when you must account for output VAT on a service supplied by a foreign supplier. This is also referred to as self-assessing for VAT. The value comes from an algorithm that uses the treatment and applicability to retrieve the applicable value from the PeopleSoft delivered VAT system setup data.

Adjust/Reset VAT Defaults

The fields displayed are the same as those described for the Invoice Header VAT Information page. If you select a **Level** value of *This and all lower levels,* the reset action will apply to the voucher line and the voucher distribution line. If you select a **Level** value of *All lower levels,* the reset action will apply only to the voucher distribution line.

Intrastat

This group box appears only for adjustment vouchers in a VAT environment. You use this information to record financial adjustments to transactions involving the movement of goods within the European Union.

Field or Control	Description
Nature of Transaction 1 and **Nature of Transaction 2**	Enter the Nature of Transaction 1 and Nature of Transaction 2 codes applicable to the financial adjustment.
Fiscal Regime	For countries that require Fiscal Regime on the Intrastat return, enter the Fiscal Regime applicable to the financial adjustment

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Related Topics

- PeopleSoft Global Options and Reports: Establishing VAT Defaults

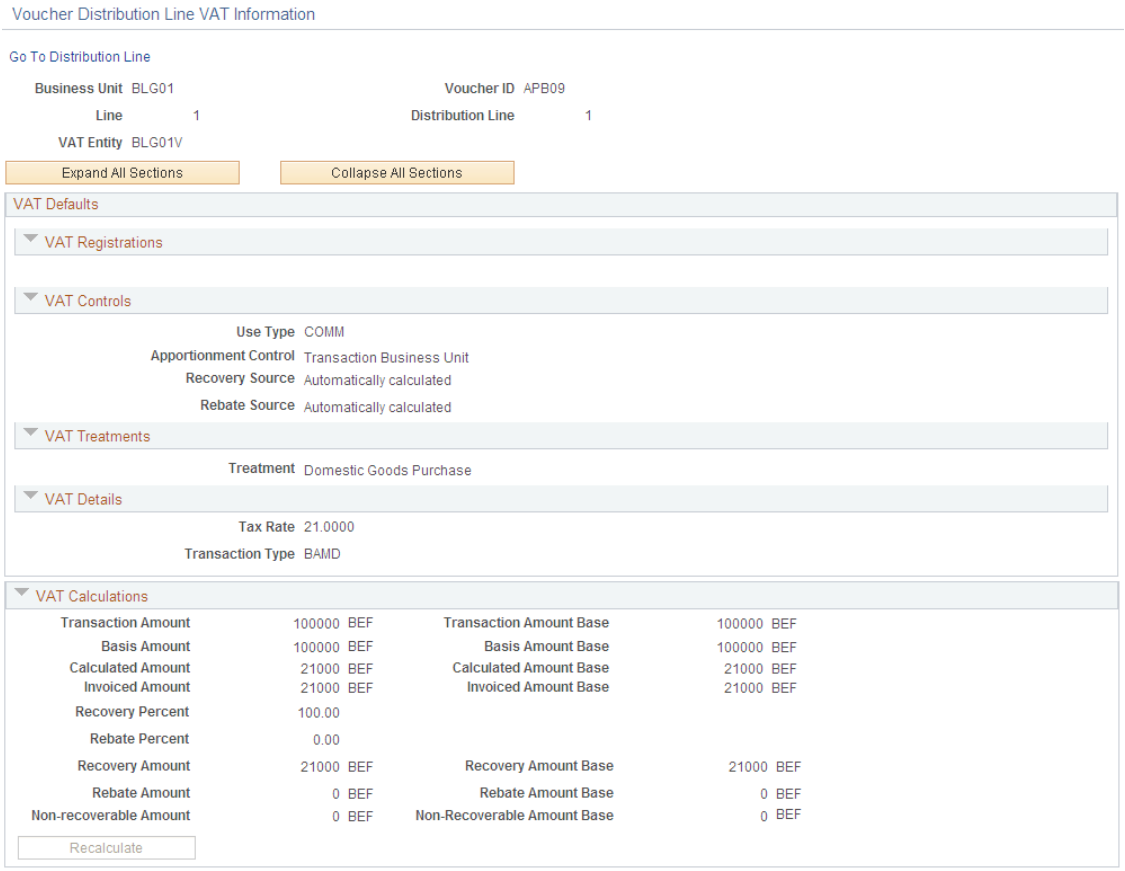
Voucher Distribution Line VAT Information Page

Use the Voucher Distribution Line VAT Information page (DISTRIB_LN_VAT_SEC) to review, and if applicable, override VAT defaults for the distribution line.

Navigation:

Click the **VAT** link on the VAT tab in the Distribution Lines scroll area on the Invoice Information page, then click the **VAT** link for the distribution line row.

This example illustrates the fields and controls on the Voucher Distribution Line VAT Information page. You can find definitions for the fields and controls later on this page.



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VAT Defaults

Field or Control	Description
Use Type	Displays the use type which determines the split between recoverable (taxable) and nonrecoverable (nontaxable) VAT. For the Canadian public sector, the use type also determines the rebate of the nonrecoverable VAT. VAT rebates are calculated based on statutory rebate rates that are established for each Public Service Body. The value comes from the VAT default hierarchy — specifically, PeopleSoft Payables Options, voucher origin, control group, supplier location, and item.
Apportionment Control	Select the option to be used when searching for VAT apportionment information. The default value comes from the Payables Business Unit driver. Options include: *Dist GL BU* (Distribution GL Business Unit): If you select this value, the system uses the general ledger business unit on the distribution line to search for the taxable and exempt percentages. *Txn BU* (Transaction Business Unit): If you select this value, the system uses the PeopleSoft Payables business unit for the voucher to search for the taxable and exempt percentages *Txn GL BU* (Transaction GL Business Unit): If you select this value, the system uses the general ledger business unit to which the PeopleSoft Payables business unit is mapped to search for the taxable and exempt percentages.
Recovery Source	Select one of the following values: *Automatic:* The system determines which percentages to use based on the VAT use type on the voucher line. Use the **Recalculate** button to calculate the VAT recovery percent. *Manual:* Select if you want to override the percentage that defaults from the VAT use type. You can enter the percentage of VAT entered that is recoverable. For both options, the system-calculated percentage is based on the VAT use type and VAT apportionment for the ChartFields on the distribution line. The availability of this field is dependent on the **Allow Override Recovery/Rebate** option specified on the AP Options VAT driver in the VAT Defaults table.

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Field or Control	Description
(CAN) Rebate Source	Select one of the following values: *Automatic:* The system determines which percentages to use based on the VAT use type that has an associated Public Service Body code. Use the **Recalculate** button to calculate the VAT rebate percent. *Manual:* Select if you want to override the percentage that defaults from the VAT use type. When you do, you can enter the percentage that is used to calculate the rebate. For both options, the system-calculated percentage is based on the VAT use type and VAT apportionment for the ChartFields on the distribution line. The availability of this field is dependent on the **Allow Override Recovery/Rebate** option specified on the AP Options VAT driver in the VAT Defaults table.
Treatment	Displays the VAT treatment. This defaults from the invoice line.
Transaction Type	Categorizes VAT amounts by business transaction types (for example, a domestic purchase, an import from another VAT country, or a purchase for resale). These codes are required for reporting purposes and default onto the distribution line through the VAT defaulting hierarchy.
Recovery Percent	Enter the percentage in this field if you set the recovery source to *Manual.*
(CAN) Rebate Percent	Enter the percentage in this field if you set the rebate source to *Manual.*

VAT Calculations

Field or Control	Description
Transaction Amount	Enter the amount of the transaction in the transaction currency. If the control total amount has been entered on the pending item, the system automatically populates this field with a value from the pending item for the first VAT line.
Transaction Amount Base	Displays the amount of the transaction in the base currency.
Basis Amount	Displays the amount on which the VAT is calculated in the transaction currency. If VAT is being calculated at Net, this amount is net of any discounts.
Basis Amount Base	Displays the amount on which the VAT is calculated in the base currency. If VAT is being calculated at net, this amount is net of any discounts.

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Field or Control	Description
Calculated Amount	Displays the system calculated VAT amount in the transaction currency.
Calculated Amount Base	Displays the system calculated VAT amount in the base currency.
Invoiced Amount	Displays the system calculated VAT amount recorded to the invoice.
Invoiced Amount Base	Displays the system calculated VAT amount recorded to the invoice, in the base currency.
Recovery Percent	Displays the system calculated VAT recovery percentage. If you set the recovery source to *Manual,* enter the percentage in this field.
(CAN) Rebate Percent	Displays the system calculated VAT rebate percentage. If you set the rebate source to *Manual,* enter the percentage in this field.
Recovery Amount	Displays the system calculated VAT recovery amount.
Recovery Amount Base	Displays the system calculated VAT recovery amount in the base currency.
Rebate Amount	Displays the system calculated VAT rebate amount.
Rebate Amount Base	Displays the system calculated VAT rebate amount in the base currency.
Non-recoverable Amount	Displays the non-recoverable system calculated VAT amount.
Non-Recoverable Amount Base	Displays the non-recoverable system calculated VAT amount in the base currency.
Recalculate	Click to recalculate the VAT for the line.

Related Topics

- PeopleSoft Global Options and Reports: Establishing VAT Defaults

Invoice VAT Summary Information Page

Use the Invoice VAT Summary Information page (VCHR_VAT_SM_EXP) to review the VAT amounts summarized by VAT rate.

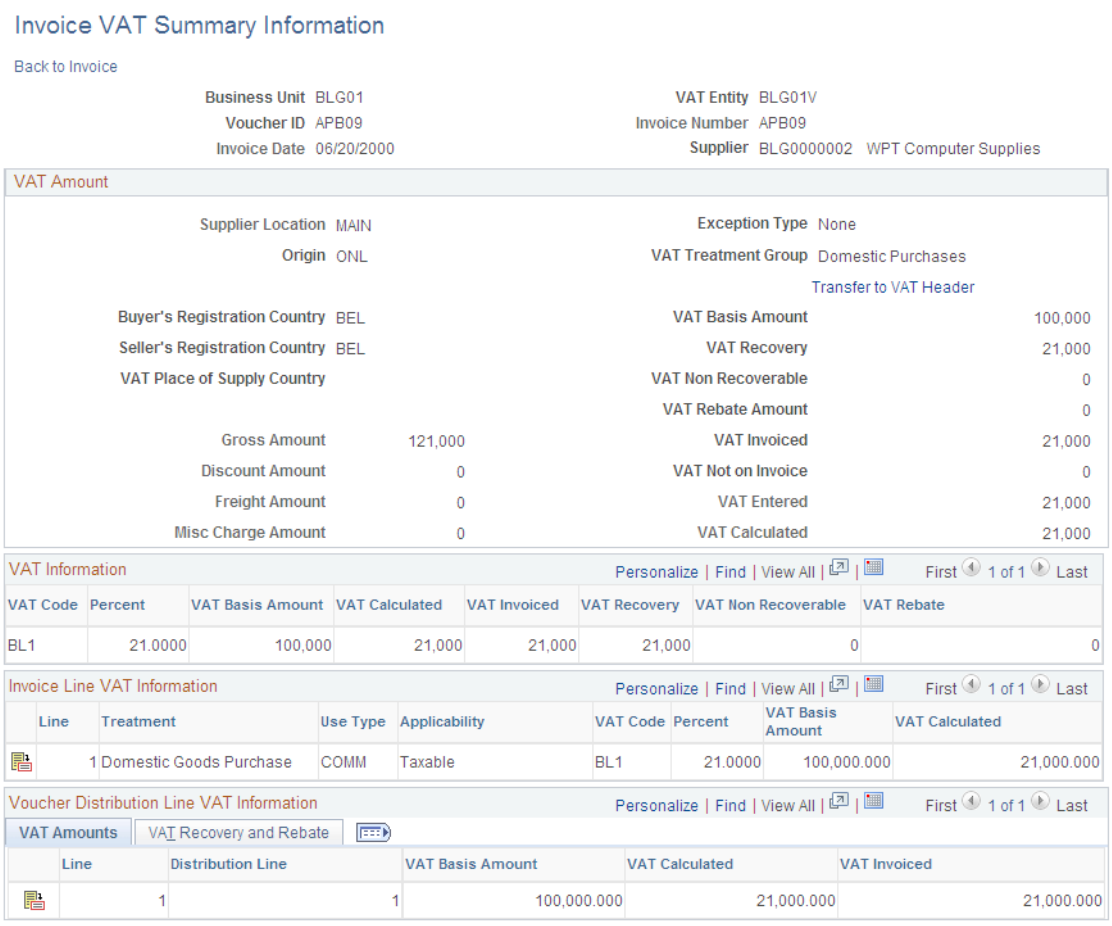
This page provides a preliminary view of the VAT calculations based on the parameters that have defaulted (or been manually updated), as well as the amounts entered. You can also link from this page to the VAT header, line, and distribution line defaults pages.

Navigation:

Click the **VAT Summary** link on the Invoice Information page.

This example illustrates the fields and controls on the Invoice VAT Summary Information page. You can find definitions for the fields and controls later on this page.

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Invoice VAT Summary Information

Back to Invoice

Business Unit BLG01 VAT Entity BLG01V
Voucher ID APB09 Invoice Number APB09
Invoice Date 06/20/2000 Supplier BLG0000002 WPT Computer Supplies

VAT Amount

Supplier Location MAIN Exception Type None
Origin ONL VAT Treatment Group Domestic Purchases
Transfer to VAT Header

Buyer's Registration Country	BEL	VAT Basis Amount	100,000
Seller's Registration Country	BEL	VAT Recovery	21,000
VAT Place of Supply Country		VAT Non Recoverable	0
		VAT Rebate Amount	0
Gross Amount	121,000	VAT Invoiced	21,000
Discount Amount	0	VAT Not on Invoice	0
Freight Amount	0	VAT Entered	21,000
Misc Charge Amount	0	VAT Calculated	21,000

VAT Information — Personalize | Find | View All | First 1 of 1 Last

VAT Code	Percent	VAT Basis Amount	VAT Calculated	VAT Invoiced	VAT Recovery	VAT Non Recoverable	VAT Rebate
BL1	21.0000	100,000	21,000	21,000	21,000	0	0

Invoice Line VAT Information — Personalize | Find | View All | First 1 of 1 Last

Line	Treatment	Use Type	Applicability	VAT Code	Percent	VAT Basis Amount	VAT Calculated
1	Domestic Goods Purchase	COMM	Taxable	BL1	21.0000	100,000.000	21,000.000

Voucher Distribution Line VAT Information — Personalize | Find | View All | First 1 of 1 Last

VAT Amounts | VAT Recovery and Rebate

Line	Distribution Line	VAT Basis Amount	VAT Calculated	VAT Invoiced
1	1	100,000.000	21,000.000	21,000.000

The best approach for applying VAT to your vouchers is to wait until you have completed entering all other voucher information, and then either let the system apply the VAT defaults at save time or navigate to any of the VAT pages to allow the VAT defaults to be applied. However, at any point during voucher entry, you can use the VAT Summary page to review the VAT settings for the invoice. The top of the page displays the VAT header default settings and below that you can view the VAT settings by VAT code, VAT line, and VAT distribution line. You may navigate to the VAT Header, VAT Line and VAT Distribution Line pages from here as well.

If you edit VAT information on the VAT Header, VAT Line and VAT Distribution Line pages the system automatically recalculates the VAT amounts that display on the Invoice VAT Summary Information page.

> **Note**
>
> Many of the fields on this page are the same as those on the voucher VAT defaults pages. Only fields that do not appear on those pages or that behave in ways particular to this page are discussed here.

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Field or Control	Description
Transfer to VAT Header	Click to open the Invoice Header VAT Information page on which you can review and, if applicable, override VAT header default values.

VAT Information

The calculated fields that appear in this grid are the subtotals for each VAT Code on the voucher.

Field or Control	Description
Percent	Displays the tax percentage applied to the transaction. The VAT percent defaults from the VAT code.
VAT Basis Amount	Shows the amount upon which VAT is calculated.
VAT Calculated	Shows the system calculated VAT amount. The system calculates the VAT amount based on your VAT transaction amount and the VAT percentage.
VAT Invoiced	Shows the amount of VAT on the invoice.
VAT Recovery	Shows the amount of VAT that is recoverable.
VAT Non Recoverable	Shows the amount of VAT that is non-recoverable.
(CAN) VAT Rebate Amount	Shows the VAT rebate amount. This is only for Canadian public service bodies.

Invoice Line VAT Information

This grid displays the VAT treatment, use type, applicability, code, and rate (percent), along with the VAT basis and calculated amounts for each voucher line. These fields are all defined either in the VAT Information section immediately above, or in the discussion of the Invoice Line VAT Information page.

Field or Control	Description
	Click to access the Invoice Line VAT Information page, where you can review, and if applicable, override default voucher line VAT settings. If a driver higher up in the default hierarchy, such as Ship to ID or Item, changes after the invoice line defaults have been applied, a red triangle icon appears instead.

Voucher Distribution Line VAT Information

This grid displays the VAT basis, calculated and invoiced VAT amounts for each distribution line, along with the recovery percentage, recovery amount, rebate percentage, and rebate amount. These fields are all defined either in the VAT Information section, above, or in the discussion of the Invoice Distribution Line VAT Information page.

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Each distribution line number functions as a link to the Invoice Distribution Line VAT Information page for the distribution line. On this page you can review, and if applicable, override default distribution line VAT settings.

Field or Control	Description
	Click to access the Voucher Distribution Line VAT Information page, where you can review, and if applicable, override default voucher distribution line VAT settings. If a driver higher up in the default hierarchy, such as Ship to ID or Item, changes after the distribution line defaults have been applied, a red triangle icon appears instead.

Related Topics

- PeopleSoft Global Options and Reports: Establishing VAT Defaults

Entering Third-Party, VAT-Only Invoices

This section provides an overview of how to handle third-party, VAT-only invoices.

Related Topics

- Entering Third-Party Vouchers
  This section provides an overview of third-party vouchers and discusses how to create third-party vouchers.

Understanding Third-Party, VAT-Only Invoices

Generally, a third-party, VAT-only invoice is received following a purchase imported from outside your country, or if you are located within the European Union, from outside of the European Union. A VAT-only invoice (perhaps with freight and miscellaneous charges as well) arrives after the purchase, usually from a customs agent of the country that received the goods.

This means that when you receive a VAT-only invoice from a third party, there is usually also an invoice from the original merchandise supplier to which the third-party invoice is related. Most often that original voucher will have been recorded as in Import transaction for VAT purposes, and you enter the third-party voucher to record the customs VAT payable on that purchase. You generally record the third-party VAT-only voucher as a Domestic transaction. The result is that you have two vouchers in the system with much of the same transaction information. As such, be careful not to report the purchase amount on the VAT return twice.

If the voucher lines are flagged as exempt, outside of scope, exonerated, or suspended, the VAT Transaction Loader selects them only from the original purchase voucher. No special handling is required for these. If you must include these voucher lines on your VAT return, create your VAT report definition so that you are selecting these transactions based on the information specified on the original purchase invoice.

However, if the voucher lines are flagged as taxable, the VAT Transaction Loader selects them from both the original purchase voucher and the third-party voucher and loads both into the VAT Transaction table. This can result in purchase amounts being reported twice. The way to handle taxable transactions for reporting purposes depends on the VAT reporting requirements in your country:

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- If your country requires that you report each transaction separately, you must report the taxable purchase amount from the voucher that records the import transaction and report the customs VAT applicable to that purchase from the third-party voucher. These may or may not appear on the same VAT return.
- If your country requires that you report the taxable purchase amount from the customs invoice, rather than the original purchase invoice, you must report both the taxable purchase amount and the customs VAT amount from the third-party voucher.

In either situation, you can avoid reporting the taxable purchase amounts on these transactions twice by making the VAT transaction types for the third-party voucher lines different from the original voucher lines:

- Define a default transaction type for import purchases at a level in the payables VAT default hierarchy that is appropriate for your organization.
- Define a different default transaction type for domestic transactions that indicates customs VAT at a level in the payables VAT default hierarchy that is appropriate for your organization, usually the supplier.

> **Note**
>
> If you have also defined a default transaction type for domestic transactions at the item level, this value will override any value you define for the supplier. In this case, you must enter the customs VAT transaction type directly on the third-party voucher line, using the Invoice Line VAT Defaults page.

Then, when you create your VAT report definitions, indicate the transaction type that should be included on the report's line for total purchases:

- If your country requires that you report the taxable purchase amount from the original purchase invoice, specify the VAT transaction type you set up for imports.
- If your country requires that you report the taxable purchase amount from the customs invoice, specify the VAT transaction type for domestic purchases that you set up for customs VAT.

Example

Let's say an organization located in Canada purchases goods for 750.00 USD from the United States. The voucher for the original purchase invoice is recorded with a VAT Treatment Group of Import, and has two lines, one marked Import *(IMP)* and the second marked Exempt *(EXMPT).* The purchase amount is recorded as 990.00 CAD. The goods pass through Canadian customs and the customs authorities estimate that the goods are worth 1000.00 CAD. A customs invoice for 35.00 CAD is received and recorded as a third-party VAT-only voucher with a VAT Treatment Group of Domestic Purchase.

The original purchase voucher distribution lines are:

VAT Applicability	VAT Transaction Amount	VAT Basis Amount	VAT Amount	VAT Transaction Type	VAT Distribution Status
Taxable	495.00	495.00	0.00	IMP	Not yet
Exempt	495.00	495.00	0.00	EXMPT	Not yet

The third-party voucher distribution lines are:

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VAT Applicability	VAT Transaction Amount	VAT Basis Amount	VAT Amount	VAT Transaction Type	VAT Distribution Status
VAT only	500.00	500.00	35.00	CSTMS	Not yet
Exempt	500.00	500.00	0.00	EXMPT	Ignore

In the VAT transaction table, the lines are recorded as:

VAT Document ID	VAT Transaction Amount	VAT Basis Amount	VAT Amount	VAT Transaction Type
1	495.00	495.00	0.00	IMP
1	495.00	495.00	0.00	EXMPT
2	500.00	500.00	35.00	CSTMS

To report the taxable purchase amount based on the customs invoice, define the VAT report with the following values:

VAT Report Line	VAT Transaction Types to be Included on Report Line	Amount Reported on VAT Return
Total purchases	CSTMS	500.00
Total recoverable input VAT on purchases	CSTMS	35.00

Currency Conversion for VAT-Only Third-Party Vouchers

Generally a VAT-only invoice is received following a purchase of goods from a foreign country, and this invoice is often in your local currency. Customs agencies generally use their own exchange rate to translate from a foreign currency to the local currency, therefore making it impossible for the system to translate the line and distribution line amounts to the local currency accurately when copying those amounts from the original voucher to the third-party voucher. Therefore, the system does not copy an amount to the line when the source document and the third-party supplier's currency differ.

In this case, the system copies all line information, but copies the amount on both the line and the distribution line as *0.00.* The system issues a warning message indicating that 0.00 will be copied to the lines, because the currency of the source document does not equal that of the third-party supplier.

If the currency on the original voucher and the VAT invoice are different, you must manually translate the amount that is copied into the distribution from the original voucher to ensure that the VAT basis amount is correct.

> **Note**
>
> Oracle recommends that you set VAT tolerance checking very high for a customs agent, and any other supplier that is typically third-party, to take into consideration the currency conversion differences between the import supplier and the customs agent.

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Unlinkable VAT-Only Vouchers

If you receive a VAT-only voucher that does not provide enough information to enable you to link it to the original purchase voucher, enter the following information on the third-party voucher:

Term	Definition
Currency	Defaults from the supplier.
Account	If you need to prorate non-recoverable VAT, miscellaneous, or freight, you must enter the appropriate expense account number. If you are not prorating, you do *not* need to changed the default account number.
Amount	To save the voucher and calculate a VAT basis amount, you must enter the distribution amount manually.

Here is what happens on the various VAT pages in the Voucher component (VCHR_EXPRESS):

- The values on the Invoice Header VAT Information page default based on the defaulting hierarchy.
- Once you have entered the freight, VAT and distribution line amounts, you can calculate the VAT on the Invoice Summary VAT Information page.
- The VAT use type on the Invoice Line VAT Information page defaults from the supplier. To ensure that accounting entries are calculated correctly, you must also enter the VAT applicability as *Taxable* on this page.

Related Topics

- Entering Third-Party Vouchers
  This section provides an overview of third-party vouchers and discusses how to create third-party vouchers.
- PeopleSoft Global Options and Reports: Defining VAT Transaction Types
- PeopleSoft Global Options and Reports: Establishing VAT Defaults
- PeopleSoft Global Options and Reports: Generating VAT Reports

(CAN) Entering Vouchers with VAT and Sales Tax

To accommodate a situation where you have invoices with both sales tax and VAT, you must configure the sales tax calculation parameters to include VAT when you enter your voucher. You can do this by selecting the **Include VAT** check box in the **Calculation Parameters** group box on the Tax Code page when you set up your sales tax codes. You can also select the **Include VAT** option for an individual voucher in the **Calculation Parameters** group box on the Invoice Line Tax Information page.

Related Topics

- Application Fundamentals: Tax Codes Page
- Invoice Line Tax Information Page
  Use the Invoice Line Tax Information page (VCHR_LINE_TAX) to review and, if applicable, override tax settings for the voucher line.

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Entering Vouchers With VAT and Withholding

In the European Community, it is common to have a voucher with both VAT and a portion that is withheld. The amount that is withheld is calculated at the time of payment, rather than scheduling a separate payment for the amount that is withheld. When you are configuring withholding, you can specify whether VAT should be included or excluded from the withholding calculation.

You set up the parameters for calculating withholding on the Withholding Options page (which you access through the **Misc. Setup** (miscellaneous setup) link from the Withholding Entities page). Select the **Apply VAT** check box on this page if the VAT should form part of the basis for calculation. For example, let's say that the merchandise amount is 1000.00 EUR and the VAT is 70.00 EUR. If the withholding should be on 1070.00 EUR, you select this check box to achieve the correct calculation.

Related Topics

- Withholding Options Page
  Use the Withholding Options page (WTHD_FLAGS) to determine what constitutes the basis for your withholding, and specify how to apply the withholding balance.

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Processing Withholding in PeopleSoft Payables

Understanding the Withholding Process

This section discusses:

- Withholding general processing overview.
- PeopleSoft Payables and PeopleSoft Lease Administration withholding behavior.

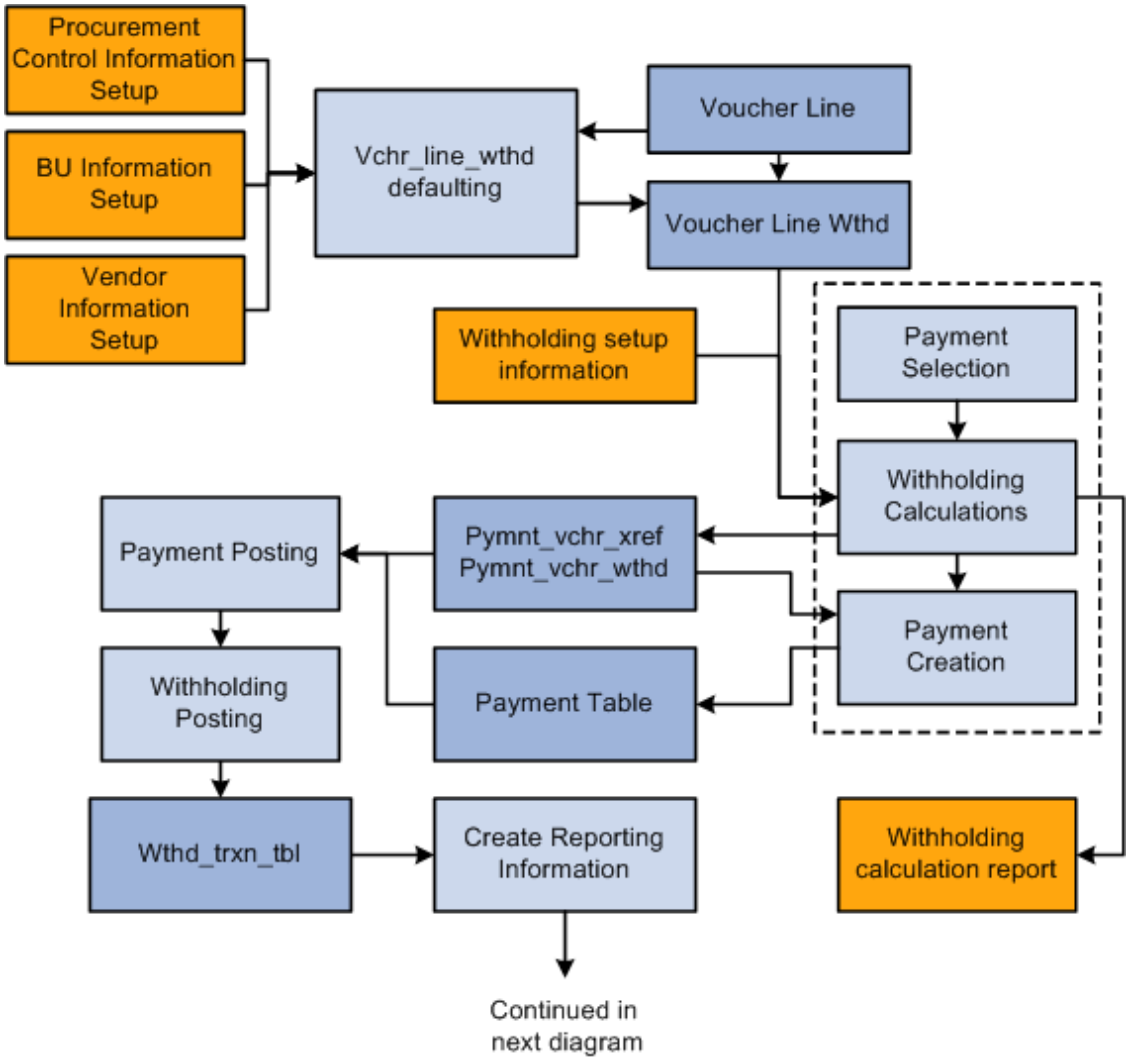
Withholding General Processing Overview

Our withholding architecture enables you to meet the varying withholding requirements of different countries. To use withholding in PeopleSoft Payables, you must set up your withholding environment, complete your business unit withholding setup, and set up your withholding suppliers. The setup information you provide defaults onto the applicable voucher lines.

The system calculates the actual withholding amounts as part of the Payment Posting Application Engine process (AP_PSTPYMNT) or the Voucher Posting Application Engine process (AP_PSTVCHR) depending on your withholding entity setup or withholding override options at the voucher. To generate withholding reports, you need to post your payments (either using the Voucher Posting process or the Payment Posting process) and then post your withholding transactions. The system creates reporting information from the posted withholding transactions, enabling you to generate withholding reports, withholding certificates, and/or files as applicable.

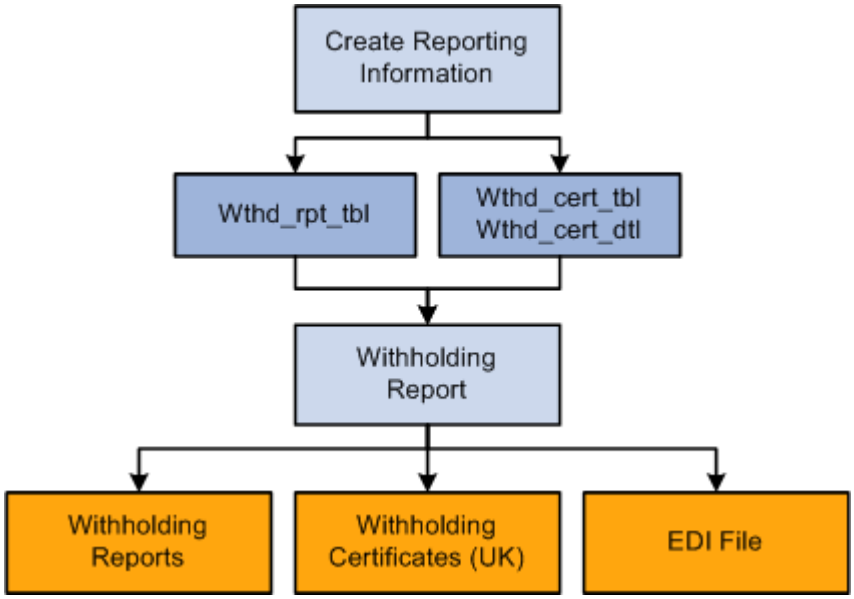
The following diagrams illustrate the general process flow for withholding in PeopleSoft (the withholding process for your location may differ slightly).

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The following diagrams illustrate the general process flow for withholding in PeopleSoft (part 2).

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You complete the withholding process as follows:

1. Set up your withholding environment.

   Set up the appropriate withholding rules, classes, types, jurisdictions, and entities. Under the withholding entity, define the withholding remit supplier or suppliers, assign the combination of withholding types, jurisdictions, classes, and rules that apply, and define the type of control information required from the supplier to process the withholding. You apply combinations of withholding entities, types, jurisdictions, classes, and rules to your withholding suppliers when you define them. You can assign more than one combination to a supplier. For example, a U.S. Supplier may be subject to both 1099–G and 1099–MISC withholding.

   You can also define withholding codes, which you can use to override the withholding information that defaults onto the voucher from the supplier; these, too, are combinations of withholding entities, types, jurisdictions, and classes.

   As a final step, set up the withholding reports to meet your reporting requirements.

2. Enter withholding suppliers.

   Make any supplier a withholding supplier by selecting the Withholding check box on the Supplier Information - Identifying Information page, and by transferring to the Withholding Supplier Information page from the Supplier Information - Location page, on which you select the appropriate withholding entities and enter the associated withholding control information.

3. Enter withholding vouchers.

   The type of withholding that you define for the supplier defaults to each voucher line. Therefore, any vouchers you enter for a supplier that you have defined as a withholding supplier are subject to withholding. If the voucher is for a withholding supplier, you can click the Withholding link on the Voucher - Invoice Information page to access the Withholding Information page, where you can view the withholding for each voucher line and make the lines not withholding applicable, or make adjustments as needed.

4. Pay the vouchers.

   Depending on your withholding setup, the system may generate a separate withholding payment to the tax authority when the voucher is paid, or just calculate the withholding for

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reporting to the tax authority. During payment posting, a liability is created for the withholding portion. As you pay the withholding portion, the liability is reduced based on your general ledger setup.

See Understanding Withholding Entity Setup.

See Creating Withholding Accounting Entries.

5. Post the withholding.

   Posting combines voucher and payment information into transaction tables.

6. View withholding balances online.

7. Complete the required set up for generating your withholding reports by entering your withholding control information and running a withholding control report.

   Once you have completed these steps you can run your withholding reports based on the requirements of your tax authority.

PeopleSoft Payables and PeopleSoft Lease Administration Withholding Behavior

If you implement withholding functionality between PeopleSoft Payables and PeopleSoft Lease Administration, the system does or does not default the withholding code onto the voucher, depending on the particular scenario. This table illustrates the scenarios:

Withholding Established in PeopleSoft Payables	Withholding Applicable in PeopleSoft Lease Administration	Withholding Code	Voucher Results
Yes	Yes	Same code defined for the PeopleSoft Payables supplier and PeopleSoft Lease Administration.	The system determines that the withholding codes are the same, and defaults the PeopleSoft Lease Administration withholding code onto the voucher.
Yes	Yes	Different codes defined for the PeopleSoft Payables supplier and PeopleSoft Lease Administration.	The system defaults the PeopleSoft Lease Administration withholding code onto the voucher.
No	Yes		The system creates the voucher without a withholding code.
Yes	No		The system creates the voucher without a withholding code.

Important

Note that you must establish withholding in *both* PeopleSoft Payables and PeopleSoft Lease Administration for the system to default a withholding code. If not, the system creates the invoice without a withholding code.

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Related Topics

- PeopleSoft Lease Administration: Defining Transaction Routing Codes

Common Elements Used in Withholding Process

Field or Control	Description
Entity	Tax authority.
Type	Defines withholding at the highest level in PeopleSoft Payables. For example, in the U.S. 1099 is a withholding type.
Jurisdiction	Jurisdictions introduce an additional level of classification between the withholding type and class.
Class	For each withholding type, you can define classes or activities, such as Rent, or Royalties.
Withholding Class Combination	For the sake of brevity, sometimes it is referred to the combination of withholding entity, type, jurisdiction, and class as a *withholding class combination*.

Reviewing and Entering Withholding Information for Vouchers

This section provides prerequisites and explains how to view and override withholding information when you enter withholding vouchers.

Page Used to Review and Override Withholding on Vouchers

Page Name	Definition Name	Usage
Withholding Information Page	VCHR_WTHD_EXP	Review or override the withholding for individual voucher lines for a withholding-applicable voucher.

Prerequisites

Before entering and processing withholding vouchers you must.

- Set up withholding entities, types, classes, jurisdictions, rules, and codes.
- Set up withholding for applicable suppliers at the supplier location level.

  Any supplier entered into the system can be a withholding supplier. Flag a supplier as withholding-applicable on the Supplier Information - Identifying Information page by selecting the Withholding check box. From the Supplier Information - Location page you can transfer to the Withholding Supplier Information page, on which you select the withholding entity and enter the required control information.
- Set up withholding at the general ledger business unit (Procurement Control component).

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Related Topics

- Setting Up the PeopleSoft Payables Withholding Environment
  To set up your withholding environment, use the following components:
- Procurement Control - Withholding Page
  Use the Procurement Control - Withholding page (BU_WTHD_JUR) to specify general ledger business unit withholding setup options.

Withholding Information Page

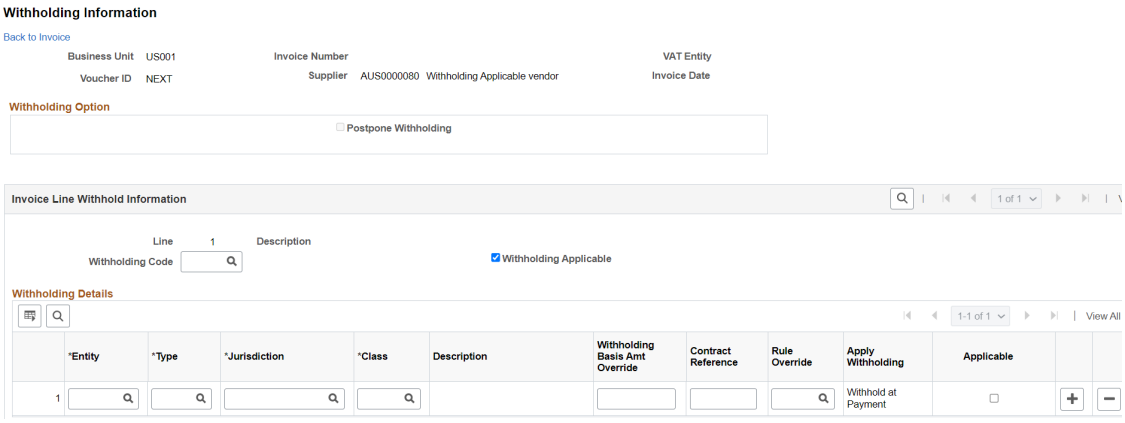
Use the Withholding Information page (VCHR_WTHD_EXP) to review or override the withholding for individual voucher lines for a withholding-applicable voucher.

Navigation:

Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **Regular Entry**, and then **Invoice Information**

Click the **Withholding** link on the Invoice Information page for a withholding-applicable voucher. During voucher entry, PeopleSoft Payables marks any vouchers for a withholding supplier as withholding-applicable.

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



Field or Control	Description
Postpone Withholding	Select this check box to postpone withholding for prepaid vouchers. If you select this option, withholding is *not* calculated when the prepaid voucher is paid. It is calculated when the regular voucher is created.

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Field or Control	Description
Apply Withholding at Voucher Post	Select to apply withholding during the voucher posting process. If the withholding has not yet been calculated, users with the appropriate security can select this option to override the entity setting and have withholding for unposted vouchers calculated at voucher posting. The Apply Withholding field in the **Withholding Details** grid updates to display *Vchr Post* as the withholding calculation setting. **Note:** You provide users with the authority to override withhold calculation using the User Preferences component. This field does not appear unless users have the authority to override the calculation.
Line	Displays the voucher line number whose withholding information you are viewing.
Withholding Code	Select a withholding code for this voucher line if you are using withholding codes to define a set of withholding class combinations that you want to apply at the same time. Instead of withholding codes, you can utilize the options in the grid to create the withholding class combinations you need.
Withholding Applicable	Deselect this check box to disable withholding for the individual voucher line.
Entity, Type, Jurisdiction, and **Class**	Displays the withholding entity, type, jurisdiction, and class specified for the supplier at the supplier location level. You can override the defaults by selecting new values.
Withholding Basis Amt Override (withholding basis amount override)	Enter an amount if you need to withhold on the basis of an amount other than the amount you established as the basis for withholding on the Withholding Options page. If you don't enter an amount here, the system accepts the defaults you established on the Withholding Options page.
Contract Reference	(IND) Enter a contract reference number. This field is mandatory if you select the **Contract Reference** field for this type on the Withhold Type page.
Rule Override	Select a withholding rule to override the rule that defaults automatically from the withholding entity. **Note:** Users typically leave this field blank.
Apply Withholding	See the definition for **Apply Withholding at Voucher Post.**

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Field or Control	Description
Applicable	Use this check box to control withholding applicability for the specific withholding class combination for a voucher line. If multiple withholding class combinations are listed you can choose to deselect this check box for one or more of them so that withholding does not occur for that withholding class combination on this voucher line.

> **Note**
>
> For the withholding to default properly, you must set up supplier and business unit information accordingly on the Procurement Control − Withholding Page. Also, if there are no values here withholding does not occur.

> **Note**
>
> If you try to save a voucher with a withholding supplier that wasn't set up completely, the system issues a warning.

Related Topics

- Procurement Control - Withholding Page
  Use the Procurement Control - Withholding page (BU_WTHD_JUR) to specify general ledger business unit withholding setup options.

Reviewing Withholding Calculations

This section provides overviews of the withholding calculation and hold payment options for withholding, and lists the page used to review withholding calculations.

Page Used to Review Withholding Calculations

Page Name	Definition Name	Usage
Withholding Calculation Report Page	RUN_APY7050	Specify the pay cycle for which you want to review the withholding calculations and click run to run the Withholding Calculations report (APX7050). This report produces a listing of the calculations made during the specified pay cycle.

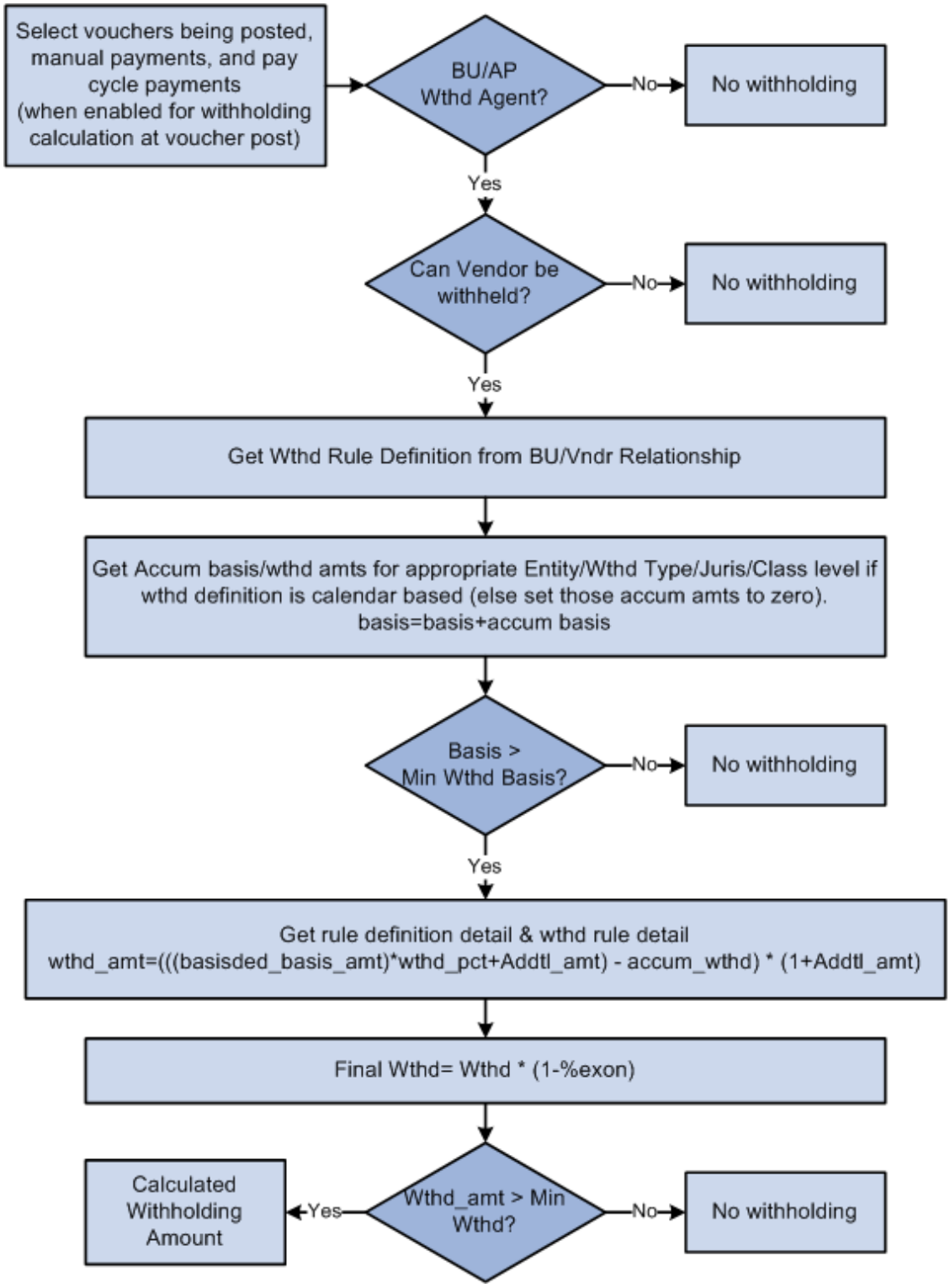
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Understanding Withholding Calculation

The PeopleSoft Payables calculation module calculates withholdings at voucher posting or at payment processing, depending on the withholding calculation setting on the withholding entity and the voucher.

The following diagram illustrates how the calculation model works (note that calculation for India is slightly different).

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Related Topics

- Understanding Tax Deducted at Source Transactions
  TDS is a form of withholding with complex rules and regulations. Different rules apply to different types of payments. TDS requires that you calculate withholding when you book the liability (meaning, when you post the voucher) or when you make the payment, whichever is earlier. Some types of withholding are calculated only after you reach or

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exceed a set minimum basis amount. When the minimum basis amount is exceeded, the system calculates withholding for prior amounts and future transactions. TDS also has surcharges in addition to the calculated withholding. For Education Cess, you also define an additional surcharge percent.

Understanding Hold Payment Options for Withholding

When withholding is calculated at voucher post, the Voucher Posting process calls the Withhold Calculation Application Engine process (AP_WTHDCALC) to determine whether withholding vouchers exist. The Withhold Calculation process uses the payment hold option you define at the withholding entity or the supplier level, if specified, and the payment hold status on the original payment schedule of the voucher to determine if the scheduled payments should be placed on hold.

When withholding is calculated at payment post, and the payment is on hold, the payment is not selected or processed by the Withhold Calculation process.

This table provides various scenarios and expected results for the payment hold options:

Withhold Entity or Supplier Payment Hold Option	Payment Hold Status on Original Payment Schedule	Payment Hold Status and Hold Reason of Original Payment Schedule After Voucher Posting	Payment Hold Status and Hold Reason of Withhold Payment Schedule After Voucher Posting
No Hold	No	No	No
No Hold	Yes Reason code: QTY	Yes Reason code: QTY	Yes Reason code: QTY
Wthd Only Reason Code: WTHD	No	No	Yes Reason Code: WTHD
Wthd Only Reason code: WTHD	Yes Reason code: QTY	Yes Reason code: QTY	Yes Reason Code: WTHD
Hold Both Reason code: WTHD	No	Yes Reason Code: WTHD	Yes Reason Code: WTHD
Hold Both Reason code: WTHD	Yes Reason code: QTY	Yes Reason code: QTY	Yes Reason Code: WTHD

To access the Withholding Calculation Report page, use the navigation: **Accounts Payable**, and then **Reports**, and then **Payments**, and then **Withhold Calculation**

Related Topics

- Withholding Entity Page
  Use the Withholding Entity page (WTHD_ENTITY) to define your withholding entities (tax authorities).

Creating Withholding Accounting Entries

This section provides an overview of withholding accounting entries.

Understanding Withholding Accounting Entries

Depending on your withholding setup, PeopleSoft Payables either generates a separate withholding payment when the voucher is paid, or tracks the withholding for reporting

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purposes. During payment posting or voucher posting (depending on whether you selected to have withholding calculated at voucher posting or at payment time), a liability is created for the withholding portion as the supplier portion is paid. As you pay the withholding portion, the liability is reduced based on the general ledger setup.

The posting process retrieves the ChartField information for the accounting liability entry from the procurement control definition based on the TableSet control value for the PeopleSoft Payables business unit used during voucher entry. You define the ChartFields for the withholding liability on the Withholding ChartFields page within the Procurement Control component (BUS_UNIT_INTFC2). For example:

1. Define procurement controls for general ledger business units.

   Business unit = FED01.

   Business unit = FEDRL.

2. Define, at a minimum, the account ChartFields for the withholding class combination for the general ledger business units.

   FED01 account ChartField = 230000.

   FEDRL account ChartField = 235000.

3. Create a voucher in the FED01 PeopleSoft Payables business unit for a supplier who is set up for withholding.

   The TableSet control for this business unit's ChartFields is FEDRL.

4. Run the posting process.

   The system looks at the TableSet control for the PeopleSoft Payables business unit and retrieves the account defined for FEDRL in the procurement control definition. The system selects account 235000 as the liability account.

> **Note**
>
> This example is intended to illustrate how the system determines the withholding liability ChartFields and does not represent the entire set up and process flow for withholding.

This section provides posting examples.

Withholding Calculated at Payment: Posting Example

The following example shows the accounting for a 100 USD voucher subject to 1099 withholding. The withholding portion is 33 USD and the non-withholding portion 67 USD.

The following are the accounting entries created:

1. Post the voucher.

Account	Debit	Credit
Expense Account	100.00	
AP Liability		100.00

2. Pay and post the non-withholding portion.

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Account	Debit	Credit
AP Liability	100.00	
Cash		67.00
Withholding Liability		33.00

3. Pay and post the withholding.

Account	Debit	Credit
Withholding Liability	33.00	
Cash		33.00

Withholding Calculated at Voucher Posting: Voucher and Payment Posting Example

The following example shows the accounting for a 100 USD voucher subject to 1099 withholding, but in this case the withholding is calculated at voucher posting. The withholding portion is 33 USD and the non-withholding portion 67 USD.

The following are the accounting entries created:

1. Post the voucher.

Account	Debit	Credit
Expense Account	100.00	
AP Liability		67.00
Withholding Liability		33.00

2. Pay and post the non-withholding portion.

Account	Debit	Credit
AP Liability	67.00	
Cash		67.00

3. Pay and post the withholding.

Account	Debit	Credit
Withholding Liability	33.00	
Cash		33.00

Posting Withholding Transactions

You must post the withholding transactions using the Withholding Posting Application Engine process (AP_WTHD) before you can create withholding reports. Posting withholding combines the voucher and payment information in withholding transaction tables. The system uses these tables to generate the withholding reports.

You must post payments before running withholding posting.

This section lists the page used to post withholding transactions. To access the Withhold Transaction Post page, use the navigation: **Suppliers**, and then **1099/Global Withholding**, and then **Maintain**, and then **Post Withholdings**, and then **Withhold Transaction Post**

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Page Used to Post Withholding Transactions

Page Name	Definition Name	Usage
Withhold Transaction Post Page	WTHD_TRXN_POST	Define the parameters for running the Withholding Posting Application Engine process (AP_WTHD). You can post all transactions available for withholding post through a specified date, or specify by business unit. The through date is the withholding declaration date.

Running the Withholding Mismatch Report

Before you can create the Withholding Mismatch report (APX9010), you must run the Withholding Mismatch Application Engine process (WTHD_MISMTCH). The Withholding Mismatch report enables to you identify voucher lines on which the withholding applicable flag does not match the withholding flag on the supplier. You can update transactions using the Withholding Update Application Engine process (AP_WTHD_UPDT), and then rerun the Withholding Mismatch process and Withholding Mismatch report to recheck the voucher line withholding.

> **Note**
>
> If you manually adjust mismatches reported on this report by using the Withhold Adjustment page, the mismatches will continue to appear on this report even after you make the adjustments, although the adjusted transactions have been written to the withholding transaction table.

This section discusses how to enter the Withholding Mismatch parameters.

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Page Used to Run the Withholding Mismatch Report

Page Name	Definition Name	Usage
Withhold Mismatch Request Page	WTHD_MISMTCH_RQST	Define run parameters for the Withholding Mismatch Application Engine process (WTHD_MISMTCH) and the Withholding Mismatch report (APX9010). Use the report to identify all voucher lines on which the withholding applicable flag does not match the withholding flag on the supplier. The report does not compare the withholding class combination on the supplier to the withholding class combination on the voucher lines. It only checks the withholding flag.

Withhold Mismatch Request Page

Use the Withhold Mismatch Request page (WTHD_MISMTCH_RQST) to define run parameters for the Withholding Mismatch Application Engine process (WTHD_MISMTCH) and the Withholding Mismatch report (APX9010).

Use the report to identify all voucher lines on which the withholding applicable flag does not match the withholding flag on the supplier. The report does not compare the withholding class combination on the supplier to the withholding class combination on the voucher lines. It only checks the withholding flag.

Navigation:

Suppliers, and then **1099/Global Withholding**, and then **General Reports**, and then **Wthd Voucher/Supplier Mismatch**, and then **Withhold Mismatch Request**

Field or Control	Description
Business Unit	Select a business unit to run the report for only that particular business unit.
Supplier SetID	Select a supplier SetID to run the report for only that SetID.
Supplier ID	Select a supplier ID to run the report for only that supplier.
Start Date and **End Date**	Specify the date range for which you want to run the report. These are required fields.

Click **Run** to access the Process Scheduler Request page. You can select to run the Withholding Mismatch process and the Withholding Mismatch report as part of a job, or you can select to run them individually.

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Adjusting Withholding Manually

Once you have posted the withholding data, you may need to make adjustments to the withholding transactions. You can either run the Withholding Update process to make adjustments automatically, or you can enter adjustments manually using the Withhold Adjustments page.

This section discusses how to manually adjust posted withholding transactions.

Page Used to Adjust Withholding Manually

Page Name	Definition Name	Usage
Withhold Adjustments Page	WTHD_ADJUSTMENT	Manually adjust posted withholding transactions by supplier or add withholding entries from a legacy or third-party system.

Related Topics

- Processing Withholding Updates
  This section provides an overview of the Withholding Update process.

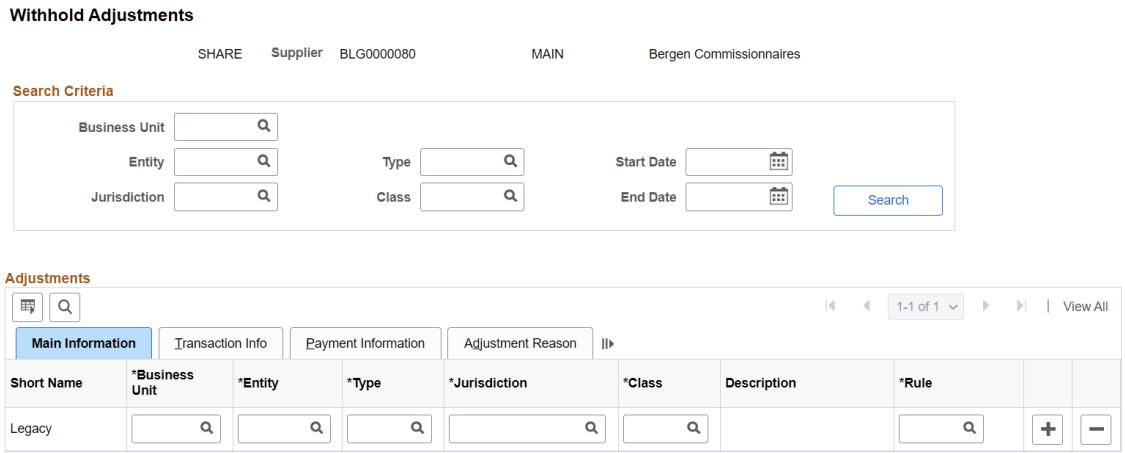
Withhold Adjustments Page

Use the Withhold Adjustments page (WTHD_ADJUSTMENT) to manually adjust posted withholding transactions by supplier or add withholding entries from a legacy or third-party system.

Navigation:

Suppliers, and then **1099/Global Withholding**, and then **Maintain**, and then **Adjust Withholding**, and then **Withhold Adjustments**

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



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You can either modify existing posted withholding entries or add withholding entries from a legacy or third-party system.

To modify an existing withholding entry:

1. Enter your search criteria in the **Search Criteria** group box and click the **Search button.**

   The **Adjustments** grid displays all posted withholding transactions that meet your criteria.
2. Modify data for each withholding transaction in the **Adjustments** grid that requires it.

   You can also add and delete transaction rows as needed.
3. Save.

   Saving the page updates the withholding transaction table, but *does not update the underlying voucher tables.* To have the system update the underlying voucher tables, use the Withholding Update process.

To add legacy or third-party data:

1. Add a withholding transaction row in the **Adjustments** grid.
2. Enter the following information, at minimum: business unit, entity, type, jurisdiction, class, rule, basis amount, liability amount, paid amount, payment date, declaration date, and adjustment reason.
3. Save.

   Each transaction row you enter is added to the withholding transaction table, and is added to or subtracted from the totals already in the withholding transaction table.

Adjustments

This grid shows business unit and withholding class combination data on the Main Information tab, withholding transaction details on the Transaction Info tab, and bank account and payment information on the Payment Information tab. The Adjustment Reason tab displays the creation date and the user ID of the user who created the transaction adjustment row, along with a field for entering adjustment reasons.

Field or Control	Description
Basis Amt (basis amount)	Displays the amount on which the withholding is calculated. This is the basis amount that is reported to the withholding entity for this payment. It includes the liability amount and is typically the gross amount of the voucher.
Liability Amt (liability amount)	Displays the amount of back up withholding that is retained to remit to the withholding entity. This amount may also be remitted to the original supplier depending on your business processes.
Paid Amount	Displays the amount of the withholding liability amount that has been paid to the withholding entity or original supplier. This value appears after you pay the liability to the entity or original supplier and post the payment. An amount of 0.00 means that no withholding has been paid.

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Field or Control	Description
Payment Date	Displays the date on which the payment was made. Some entities, including the IRS in the United States, require that you report withholding based on payment date. In this case the payment date needs to be in the year that you are reporting in. For example, let's say that you need to do an adjustment for a supplier for 2005 but the current year is 2006. When you add a row, the payment date defaults to today's date, which you must override with a 2005 date.
Declaration Date	Displays the date on which the withholding is declared. Declaration date is used for withholding entities who use a date other than payment date—accounting date, for example—to report withholding transactions.
Posted Date	Displays the date the payment was posted.
Adjustment Reason	Enter an adjustment reason for the listed transaction.

Processing Withholding Updates

This section provides an overview of the Withholding Update process.

Pages Used to Process Withholding Updates

Page Name	Definition Name	Usage
Withholding Invoice Line Update Page	WTHD_LINE_UPDT	Enter and store the updated voucher line withholding information which will be used to update the withholding transaction table and underlying voucher tables when you run the Withholding Update process.
Withholding Supplier Update Page	WTHD_VNDR_UPDT	Enter and store updated withholding information for suppliers. This information will be used to update the withholding transaction table and voucher tables with withholding information for all of the supplier's vouchers when you run the Withholding Update process.

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Page Name	Definition Name	Usage
Withhold Update Request Page	UPDT_WTHD_RQST	Request a run of the Withholding Update process to update the withholding transaction table and voucher tables with the updated withholding information you've entered on the Withholding Supplier Update and Withholding Invoice Line Update pages.

Understanding the Withholding Update Process

Occasionally, you may discover that a supplier's withholding setup was incorrect during the year and that you must correct it before generating your final withholding reports. You can do this by:

- Updating individual voucher lines.

  You may find, for example, that originally a supplier was not set up for withholding, but that the supplier changed to withholding-applicable in mid-year. Perhaps you created several vouchers with the wrong withholding information and you need to update them. In a case such as this one, use the Withholding Invoice Line Update page to update the voucher lines that have the wrong withholding flag or class.

  View each voucher line for a specified supplier, business unit and payment date on the Withholding Invoice Line Update page. You can update the withhold flag or the withhold class for a single voucher line. At save, the system stores the changes in a pre-processing table until you run the Withholding Update process. During that process, the system makes the changes to the voucher lines and transaction tables.

- Updating all voucher lines for a supplier.

  You can easily update individual lines using the Withholding Invoice Line Update page, but what if you need to update all vouchers lines for a supplier? Perhaps you discover that a supplier whom you did not set up for withholding, is, in fact, withholding-applicable. In this case, update all voucher lines for the supplier using the Withholding Supplier Update page.

  Use this page only if you intend to update all voucher lines with the same withholding information. If you want to specify different withholding information for different voucher lines for one supplier location, use the Withholding Invoice Line Update page on which you can select voucher lines and update them individually.

Important

For Global Withholding, the Withholding Update process is not advised if there are multiple withholding classes per voucher line or there are multiple entity-withholding type combinations for a given voucher or for a supplier's vouchers (the latter when updating by supplier).

Also, the Withholding Update process does not adjust entries in the WTHD_PERIOD_LOG or WTHD_CALC_RPT tables.

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> **Note**
>
> To change a supplier's voucher lines to withholdable, you must first ensure that the withholding information on the supplier is correct before running the Withholding Update process.

Special Cases and How the Withholding Update Process Handles Them

The following situations may require some manual processing in addition to or instead of using the Withholding Update process:

- The Withholding Update process does not consider the basis amount options you specify on the Withholding Options page when you set up withholding entities (that is, whether sales tax, freight, miscellaneous charges, discounts, freight, or VAT amounts are included in the withholding basis amount).

  For example, if you use the Withholding Update process to change from withholding class 01, which includes freight and sales tax in the basis amount, to withholding class 02, which includes only freight, the Withholding Update process will not recalculate the basis amount to include only freight; the basis amount will still include freight and sales tax.

- The Withholding Update process always uses the invoicing supplier when creating new withholding transaction data, regardless of the Apply Withholding Balance To option *(Remit to supplier* or *Invoicing Supplier)* selected on the Withholding Options page.

- You cannot use the Withholding Invoice Line Update page to update partially paid vouchers.

  You must either make adjustments manually, using the Withhold Adjustments page, or fully pay the vouchers in question before running the Withholding Update process. You *can,* however, update partially paid vouchers using the Withholding Supplier Update page.

- You cannot use the Withholding Invoice Line Update page to update fully paid vouchers whose payment schedules are extended into the next tax reporting year or period.

  You must make adjustments in those cases manually, using the Withhold Adjustments page You *can* update vouchers whose payment schedules are extended into the next tax reporting year or period using the Withholding Supplier Update page, but only if you run the same supplier update for *both the current tax reporting period and the next one.*

- Updated withholding data is for reporting purposes only and will not take into account any rule tier definition, contract reference, threshold, cumulative flag, surcharges, or similar local withholding setup.

  Take the way the Withholding Update process handles a withholding class combination with a threshold of 100,000 INR, for example. If all existing vouchers for a supplier total 90,000 INR, and you update the withholding for them all by running the Withholding Update process, the new withholding transactions are available for reporting, but when you create new vouchers for the supplier, the withholding accumulated basis amount reverts to zero even though there are 90,000 INR worth of vouchers for this supplier.

- The Withholding Update process is designed such that withholding is reported as one "bucket" per withholding class combination.

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> **Warning**
>
> Pay close attention to the exclusions listed above before attempting to use the Withholding Update process.

Related Topics

- Adjusting Withholding Manually
  Once you have posted the withholding data, you may need to make adjustments to the withholding transactions. You can either run the Withholding Update process to make adjustments automatically, or you can enter adjustments manually using the Withhold Adjustments page.
- Withholding Options Page
  Use the Withholding Options page (WTHD_FLAGS) to determine what constitutes the basis for your withholding, and specify how to apply the withholding balance.

Common Elements Used in Withholding Update Process

Field or Control	Description
Action	Select an on-demand process group option and click **Run** to perform the following process online: *Withhold Update:* Select to run the Withholding Posting process and the Withholding Update process. The on-demand update process will process all pending transactions.

Related Topics

- Posting Withholding Transactions
  You must post the withholding transactions using the Withholding Posting Application Engine process (AP_WTHD) before you can create withholding reports. Posting withholding combines the voucher and payment information in withholding transaction tables. The system uses these tables to generate the withholding reports.
- Adjusting Withholding Manually
  Once you have posted the withholding data, you may need to make adjustments to the withholding transactions. You can either run the Withholding Update process to make adjustments automatically, or you can enter adjustments manually using the Withhold Adjustments page.

Withholding Invoice Line Update Page

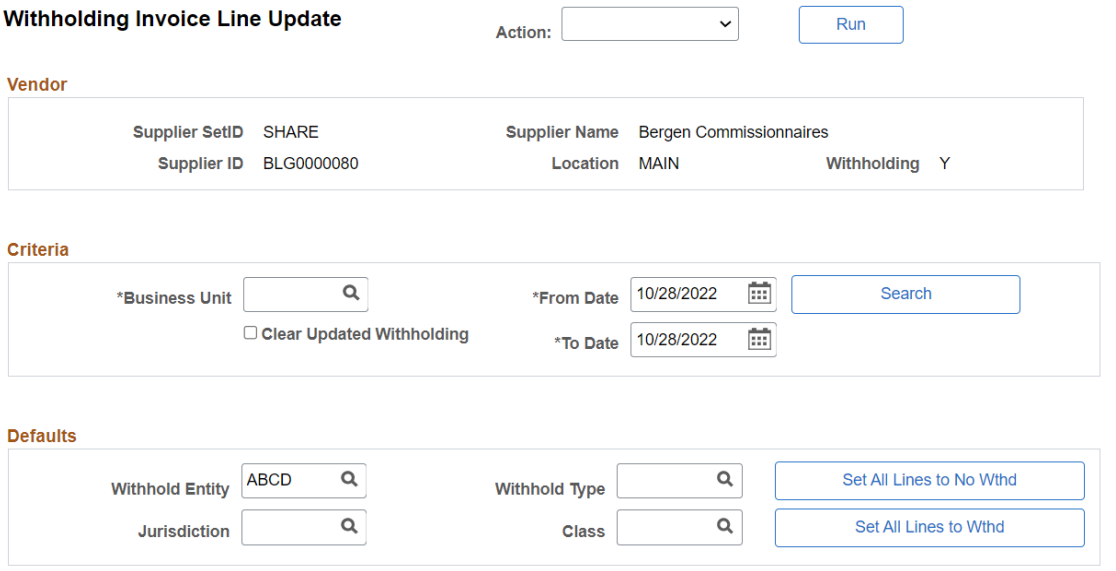
Use the Withholding Invoice Line Update page (WTHD_LINE_UPDT) to enter and store the updated voucher line withholding information which will be used to update the withholding transaction table and underlying voucher tables when you run the Withholding Update process.

Navigation:

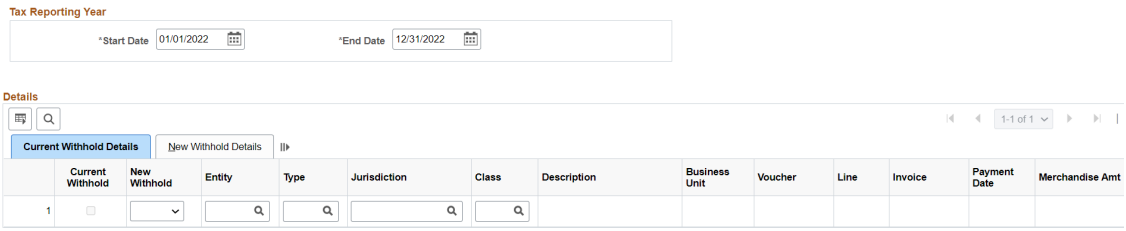
Suppliers, and then **1099/Global Withholding**, and then **Maintain**, and then **Update Voucher Line Withholding**, and then **Withholding Invoice Line Update**

This example illustrates the fields and controls on the Withholding Invoice Line Update page (1 of 2). You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the Withholding Invoice Line Update page (2 of 2). You can find definitions for the fields and controls later on this page.



Use the **Criteria** and **Tax Reporting Year** group boxes to enter the selection criteria for the vouchers you want to update. Click **Search** when you have entered all of your search criteria in these group boxes.

Use the **Defaults** group box to enter the withholding class combination you want to apply to your updated voucher lines.

Use the **Details** grid to view the voucher lines retrieved by your search and select voucher lines for updating.

Criteria

Enter a business unit and date range for the vouchers you want to update. These fields are required.

Field or Control	Description
Clear Updated Withholding	Select to delete all the previously updated voucher lines from the staging table upon save. This does not delete the voucher lines from the transaction table. It is for cleaning up previous update requests.
	Click to show all columns.

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Defaults

Specify any withholding entity, type, jurisdiction, and class you want to apply to all of your updated voucher lines. You can also override these for individual lines on the **Details** grid after you've applied them to all of the lines.

Field or Control	Description
Set All Lines to Wthd (set all lines to withhold)	Click to apply the withholding combination you enter here to all of the voucher lines in the **Details** grid.
Set All Lines to No Wthd (set all lines to no withholding)	Click to set all voucher lines in the **Details** grid to withholding not applicable.

Tax Reporting Year

Enter the start and end dates of the tax year for which you are reporting withholding.

Details

The **Details** grid lists the voucher lines returned by your search. The **Current Withhold Details** tab displays the original withholding information for the selected voucher lines. You can update these by entering new values on each row. If you want to update all the voucher lines to the same new withholding combination, enter the withholding combination in the **Defaults** group box and click the **Set All Lines to Wthd** button.

The **New Withhold Details** tab shows the updated withholding details after you have saved the page.

The following are fields that appear on the Current Withhold Details tab:

Field or Control	Description
Current Withhold	Displays selected to indicate that the voucher line is currently withholdable.
New Withhold	Select *Y* for withholding applicable or *N* for no withholding on the voucher line. **Note:** You must complete the remaining line information **(Entity, Type, Jurisdiction,** and **Class** fields), regardless of whether selecting *Y* or *N*. This ensures the system correctly processes the withholding data.
Payment Date	Displays the voucher payment date. Vouchers must be paid before you can update voucher lines.

The following field appears on the New Withhold Details tab:

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Field or Control	Description
Status	Displays the update status: *P* (pending) means that an update occurs the next time you run the Withholding Update process. *U* (updated) means that the Withholding Update process has run and the transaction tables are updated. If this field is blank, the line is not selected for update.

Withholding Supplier Update Page

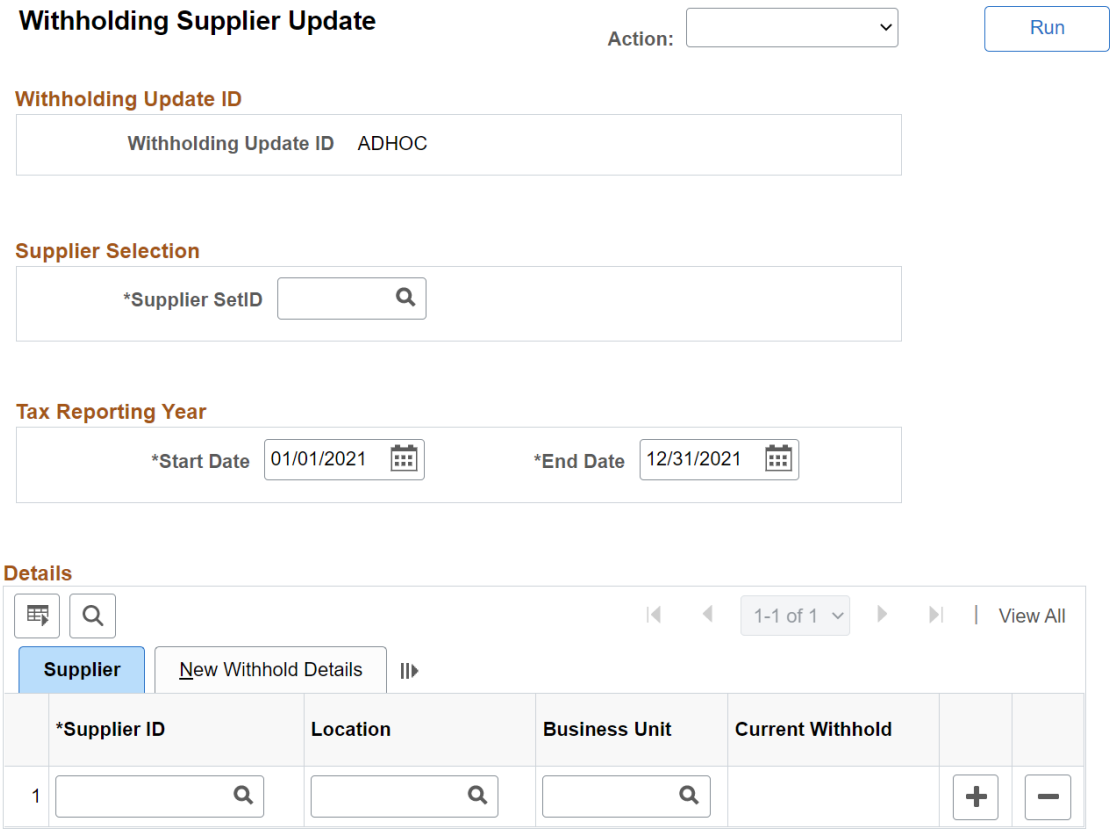
Use the Withholding Supplier Update page (WTHD_VNDR_UPDT) to enter and store updated withholding information for suppliers.

This information will be used to update the withholding transaction table and voucher tables with withholding information for all of the supplier's vouchers when you run the Withholding Update process.

Navigation:

Suppliers, and then **1099/Global Withholding**, and then **Maintain**, and then **Update Supplier Withholdings**, and then **Withholding Supplier Update**

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



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Enter a supplier SetID and tax reporting year before you enter information in the **Details** grid.

> **Warning**
>
> If you change the supplier SetID, the system deletes all the information in the grid. This is necessary to ensure that only suppliers for the specified SetID exist in the grid.

Details

You must select a supplier ID, supplier location, and business unit. The following fields also appear on the **Supplier** tab:

Field or Control	Description
Current Withhold	Displays the current withholding applicability of the supplier location: *Y* if the supplier location is currently withholding applicable. *N* if the supplier location is not withholding applicable.

The following fields appear on the **New Withhold Details** tab:

Field or Control	Description
New Withhold (new withholding)	Select the new withholding applicability status for the supplier location: *Y* if the new supplier location is withholding applicable. *N* if the new supplier location for withholding is not applicable. If you select *Y,* the withholding combination fields appear.

If the new withholding applicability is *Y,* then you must enter a withholding entity in the **Entity** field. Fields for new withholding type, new jurisdiction **(New Jur CD),** and new class also appear. Enter as needed.

Field or Control	Description
Criteria	Displays the update status: *P* (pending) means that an update occurs the next time you run the Withholding Update process. *U* (updated) means the Withholding Update process has run and the transaction tables are updated.

Withhold Update Request Page

Use the Withhold Update Request page (UPDT_WTHD_RQST) to request a run of the Withholding Update process to update the withholding transaction table and voucher tables

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with the updated withholding information you've entered on the Withholding Supplier Update and Withholding Invoice Line Update pages.

Navigation:

Suppliers, and then **1099/Global Withholding**, and then **Maintain**, and then **Update Withholdings**, and then **Withhold Update Request**

For the run control, enter the request ID and a description.

Field or Control	Description
Process Option	Select *Process Only Supplier Updates* or *Process Only Voucher Lines.*

> **Note**
>
> For Global Withholding, the Withholding Update process is not advised if there are multiple withholding classes per voucher line or there are multiple entity-withholding type combinations for a given voucher or for a supplier's vouchers (the latter when updating by supplier).
>
> Also, the Withholding Update process does not adjust entries in the WTHD_PERIOD_LOG or WTHD_CALC_RPT tables.

Related Topics

- Understanding the Withholding Update Process
  Occasionally, you may discover that a supplier's withholding setup was incorrect during the year and that you must correct it before generating your final withholding reports. You can do this by:

Generating Withholding Reports

To set up your withholding reports, use the following components:

- 1099 Piggyback States (WTHD_STATE_TABLE).
- Report Control Information (WTHD_CONTROL).

PeopleSoft Payables provides withholding reporting capabilities. Throughout the year, PeopleSoft Payables tracks all withholding supplier information. When it is time to send your withholding reports, PeopleSoft Payables extracts all the withholding balances from vouchers in the period, business units, and suppliers you specify, and prepares a report or electronic file for transmission to the tax authority, based on your setup.

This section discusses how to:

- Enter transmitter and payor data.
- Select suppliers and business units.
- (USA) Enter states for the combined federal and state filing program.
- Run the Withholding Reporting Application Engine process (AP_WTHDRPT).
- Review withholding report information.
- Run withholding reports.

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Some reports specific to particular tax authorities are discussed in the topic, "Processing Special Withholding Requirements."

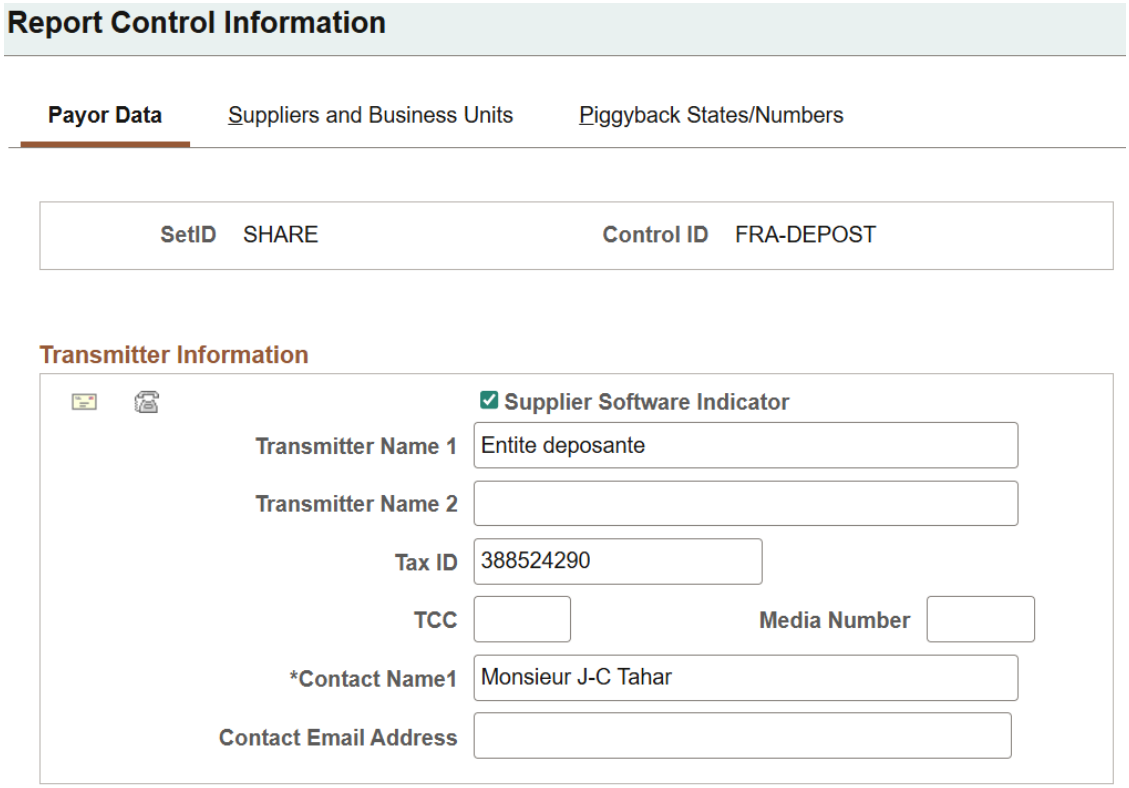
Report Control Information - Payor Data Page

Use the Report Control Information - Payor Data page (WTHD_CONTROL) to identify payor information.

Navigation:

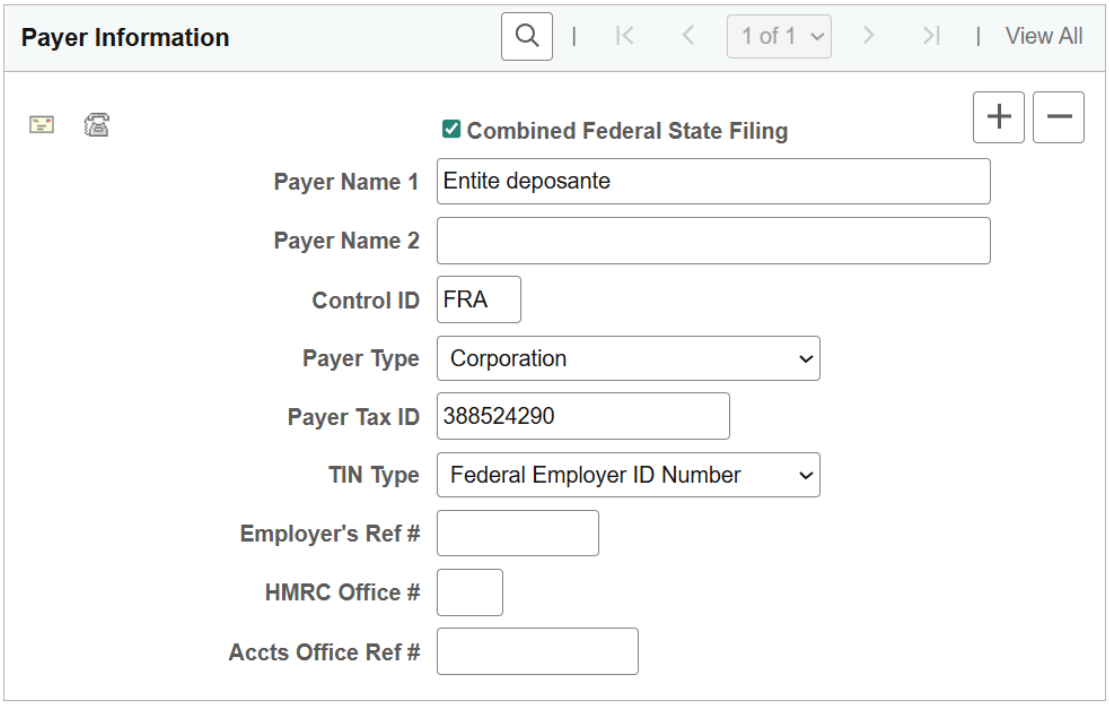
Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Report Control Information**, and then **Payor Data**

This example illustrates the fields and controls on the Report Control Information - Payor Data 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 Report Control Information - Payor Data page (2 of 2). You can find definitions for the fields and controls later on this page.

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> **Note**
>
> Withholding control information is keyed by SetID and control ID. This enables you to define several control information IDs to run different withholding reports. You may wish to run separate reports based on business units, suppliers, or payors. Typically, you have one control ID set up for each government reporting entity.

Transmitter Information

Field or Control	Description
	Click to access the Transmitter Address page, where you can enter the transmitter's address data, formatted as required by your tax authority.
	Click to access the Transmitter Phone page, where you can enter the transmitter's telephone, fax information, and contact information.
Supplier Software Indicator	Selected by default indicating that the electronic file was generated via outside supplier software. Deselect this check box if you have customized this process.
Transmitter Name 1 and **Transmitter Name 2**	Use to enter the transmitter's name.
Tax ID	Enter your tax ID for this transmitter.
Transmitter Cntl Code (transmitter control code)	If applicable, enter your transmitter control code.
Media Number	If applicable, enter your media number.

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Field or Control	Description
Contact Name 1 and **Contact Email Address**	Enter the name of a contact person for this transmitter and email address, as applicable

Payer Information

Field or Control	Description
	Click to access the Payer Address page on which you can enter the payer address data, formatted as required by your tax authority.
	Click to access the Payer Phone page on which you can enter the payer's telephone and fax information.
Combined Federal State Filing Participant	(USA) Select this flag if the payer is participating in the Combined Federal State Filing program.
Payer Name 1 and **Payer Name 2**	Enter the payer's name.
Control ID	Enter a control ID. This could be a business unit.
Payer Type	Select the payer type. The available options are: *Blank*, *Corporation* and *Individual*. The default value for Payer Type is *Corporation*.
Payer Tax ID	Enter your tax ID for this payer.
TIN Type	Select the TIN type. The available options are: *Blank*, *Federal Employer ID Number* and *Social Security Number*. The default value for TIN Type is *Federal Employer ID Number*.
Employer's Ref #(employer's reference number)	Enter the employer's reference number for use in payment reporting to Sub-contractors and the monthly reporting for the HMRC.
HMRC Office #(HM Revenue and Customs office number	Enter the HM Revenue & Customs Office number for use in payment reporting to Sub-contractors and the monthly reporting for the HMRC.
Accts Office Ref #(accounts office reference number)	Enter the HM Revenue & Customs Office reference number for use in payment reporting to Sub-contractors and the monthly reporting for the HMRC.

Report Control Information - Suppliers and Business Units Page

Use the Report Control Information - Suppliers and Business Units page (WTHD_CNTL_VNDR_BU) to specify which withholding suppliers you want to include as well as the PeopleSoft Payables business units from which you want the system to select paid vouchers for each payer.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Report Control Information**, and then **Suppliers and Business Units**

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Field or Control	Description
All Suppliers	Select if you want to process all withholding suppliers that are associated with the business units you specify. If you only want to process specific withholding suppliers, deselect this check box. A **Suppliers** group box displays in which you can enter the individual supplier IDs. **Note:** (USA) Select this option for 1099 reporting. If you do not, your correction files will be incorrect.
Include Direct Sales Suppliers	Select to have the reporting process list all direct sales suppliers who have no vouchers for the reporting year. Only select this for one payer, not for all. Otherwise, the system reports suppliers several times.
Suppliers	Use this group box to select the withholding suppliers (that are associated with the business units you specify) on which you want to report if you do not select the **All Suppliers** option.
Business Units	Specify one or more business units to process. The business units must be associated with the selected SetID. If you fail to specify any business units, the system will not find any withholding transactions to report. If you specify multiple business units, the system consolidates the balances of suppliers that have vouchers spread out over the selected business units.

Report Control Information - Piggyback States/Numbers Page

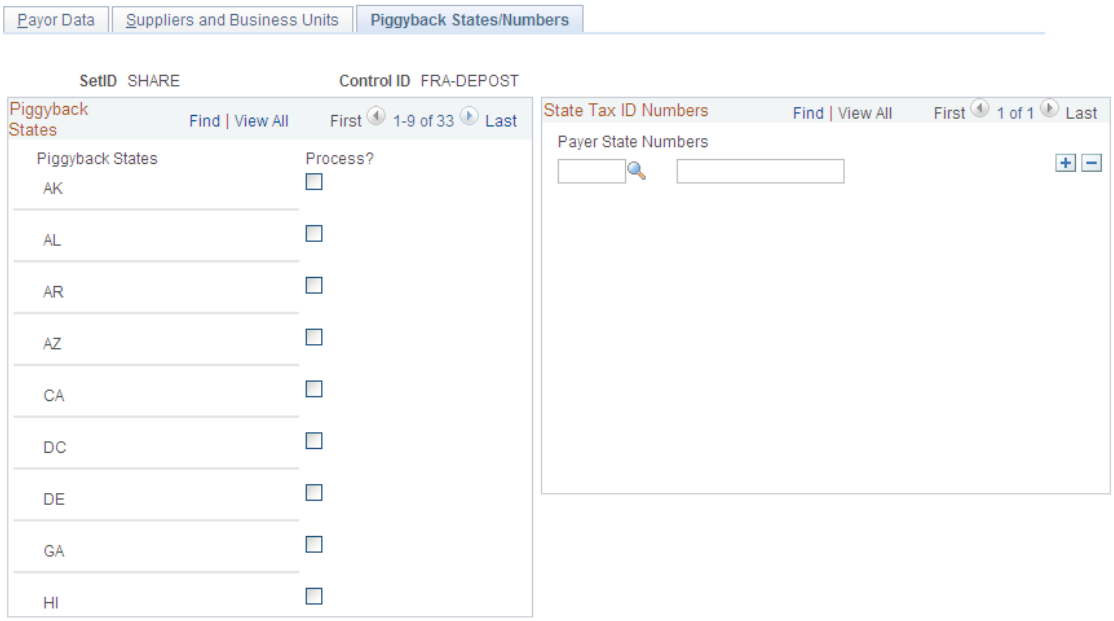
Use the Report Control Information - Piggyback States/Numbers page (WTHD_CNTL_STATE) to enter the information the IRS requires to have the IRS forward copies of your 1099 report tapes to the state governments who have an interest in your suppliers' 1099 earnings.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Report Control Information**, and then **Piggyback States/Numbers**

This example illustrates the fields and controls on the Report Control Information - Piggyback States/Numbers. You can find definitions for the fields and controls later on this page.

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> **Note**
>
> This page applies only to 1099 reporting in the U.S.

Field or Control	Description
Piggyback States	Displays the states participating in the combined federal and state 1099 filing process. Only states that you have defined on the 1099 Piggyback States page appear here.
Process?	Select the Process check box for each relevant state name to tell the IRS which states need copies.
Payer State	Enter the standard two-character alpha state abbreviation for the payer state.
Numbers	Enter the state number. This is the ID number that is assigned by individual states. This number is used on the forms (Copy B) that you send to your suppliers, but is not included on the tape you send to the IRS.

Withhold Report Post Page

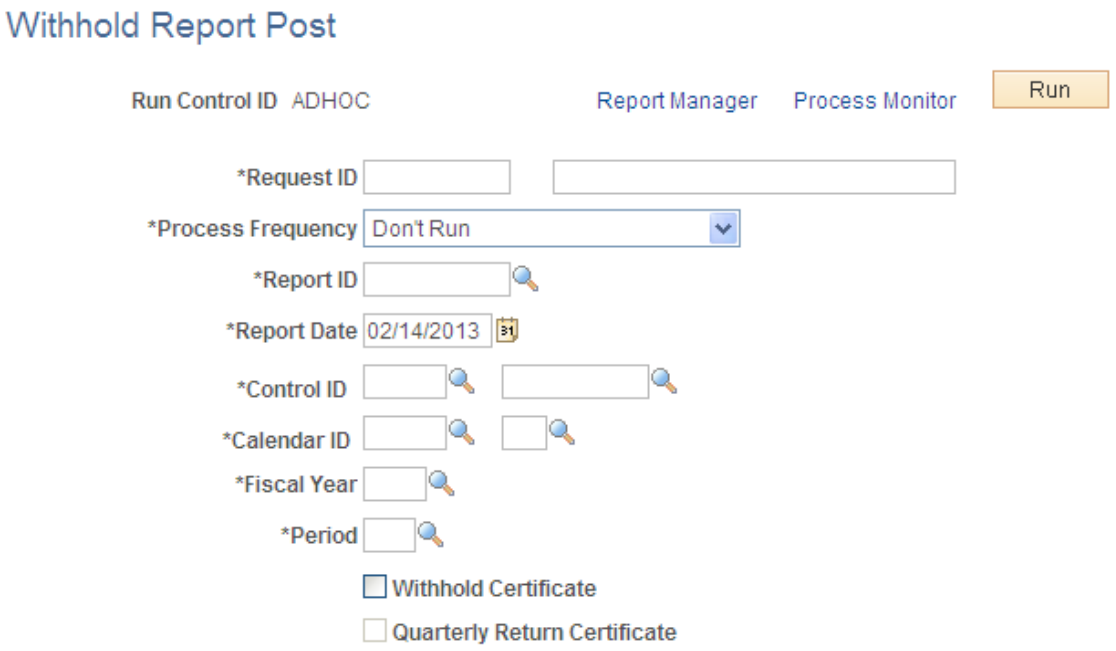
Use the Withhold Report Post page (WTHD_RPT_POST) to run the Withholding Reporting Application Engine process (AP_WTHDRPT) to populate the withholding report table with data from the withholding transaction table based on your report setup.

Navigation:

Suppliers, and then **1099/Global Withholding**, and then **Global Withholding Reports**, and then **Create Reporting Information**, and then **Withhold Report Post**

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



Important

For 1099 reports, you use a separate report posting process.

Field or Control	Description
Report ID	Select the withholding report ID for which you want to create the report information.
Report Date	Select the date of the report.
Control ID	Select the report control ID.
Calendar ID	Select the appropriate calendar ID.
Fiscal Year	Enter the fiscal year for the report.
Period	Enter the period for the report. The fiscal year and period determine the date range used to select supplier payments for withholding reporting.
Withhold Certificate	Select if you require the system to create a withholding certificate.
Quarterly Return Certificate	Select if you require the system to create a TDS quarterly return certificate.

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> **Note**
>
> Before you can run the Withholding Reporting process, you must define the withholding control information on the pages in the Report Control Information component.

To access the Print CIS Payment Statement page, use the navigation: **Suppliers**, and then **1099/Global Withholding**, and then **Global Withholding Reports**, and then **Print CIS Payment Statement**

Withholding Report Info Page

Use the Withholding Report Info page (WTHD_RPT_PNL) to review the information you generated during the Withholding Reporting Application Engine process (AP_WTHDRPT).

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Withholding Report Information**, and then **Withholding Report Info**

Field or Control	Description
Tax ID and **Description**	Displays the tax ID of the supplier from whom the withholding in this report was withheld, and the description of the Tax ID.
Basis Amt (basis amount)	Displays the basis amount on which the withholdings were calculated.
Liability Amt (liability amount)	Displays the amount of the withholding.
Paid Amount	Displays how much of the withholding has been paid to the tax authority.
Report Date	Displays the date on which you created your reporting information.

T4A/T4A-NR Reporting

Use the T4A/T4A-NR Reporting page (AP_T4A_RUN_CTRL) to define run parameters to run your T4A and T4A-NR reports. You must run Create Reporting Information process before you run T4A/T4A-NR reporting to generate T4A and T4A-NR reports.

Navigation:

Suppliers, and then **1099/Global Withholding**, and then **Global Withholding Reports**, and then **T4A/T4A-NR Reporting**

Field or Control	Description
Withholding Report ID	Select the ID of the withholding report you want to run.

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Field or Control	Description
Map ID	Enter the Data Export Import Utility (DEIU) map definition. For more information on map definition, see Application Fundamentals: Understanding the Map Definition.
File Path	Enter the path to the location of the XML file.
File Name	Enter the name of the XML file.

Withhold Report Page

Use the Withhold Report page (WTHD_RPT_RUN) to define run parameters to run your withholding reports.

Navigation:

Suppliers, and then **1099/Global Withholding**, and then **Global Withholding Reports**, and then **Withholding Report**, and then **Withhold Report**

> **Note**
>
> Do not use this page for 1099 reporting or T4A/T4A-NR reporting. Use the Withhold 1099 Report page or T4A/T4A-NR Reporting page respectively.
>
> You must run the Withholding Reporting process before you can generate withholding reports.

Field or Control	Description
Withholding Report ID	Select the ID of the withholding report you want to run. The **Report Processes** group box displays the name of the process for this report and a description.

> **Note**
>
> Report ID WTH displays a Copy check box on the Run Control page. Select this check box to print the Japanese Withholding report APX8025 as an internal copy without My Account Number.

The following table lists some of the sample global withholding reports that Oracle provides with PeopleSoft Payables.

Report ID	Report Type	Country	Report Name
APX8025	BI Publisher	Japan	Japan Withholding Report
APY8030	BI Publisher	Spain	Spain IRPF Model 190

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Report ID	Report Type	Country	Report Name
APY8031	File	Spain	Spain IRPF Model 190 File
APX8032	BI Publisher	United Kingdom	CIS (construction industry scheme) File
APX8035	BI Publisher	France	DAS-2 'Declaration d'honoraires'/Fees return
	BI Publisher	France	France DAS2 Withholding File
APX8045	BI Publisher	Australia	PPS Remittance Advice to ATO
APX8048	BI Publisher	Australia	PPS Annual Reconciliation Statement to ATO
APX8049	BI Publisher	Australia	PPS Payment Summary to ATO
APX8055	BI Publisher	Italy	Withholding Report 770

Reviewing Withholding Information

You can review withholding information using several inquiry pages.

This section discusses how to review payments to withholding suppliers.

Pages Used to Review Withholding Information

Page Name	Definition Name	Usage
Withhold Payment Inquiry Page	WTHD_PYMNT_SRCH	Inquire on the payment amount, schedule number, and payment date for suppliers subject to withholding. This page shows all withholding payments made to the withholding entities by supplier.

Withhold Payment Inquiry Page

Use the Withhold Payment Inquiry page (WTHD_PYMNT_SRCH) to inquire on the payment amount, schedule number, and payment date for suppliers subject to withholding.

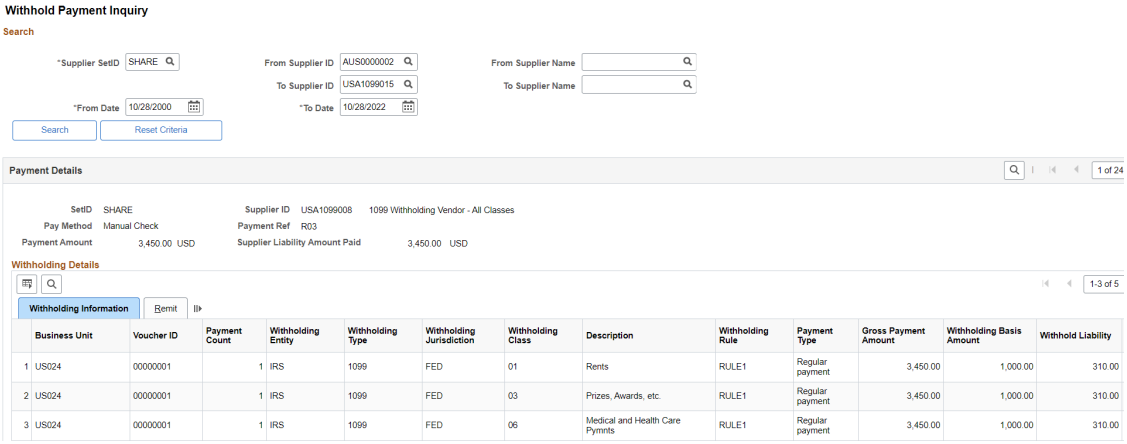
This page shows all withholding payments made to the withholding entities by supplier.

Navigation:

Suppliers, and then **1099/Global Withholding**, and then **Review**, and then **Withhold Payment**, and then **Withhold Payment Inquiry**

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



Entering Search Criteria

Field or Control	Description
Supplier SetID	Select the SetID of the suppliers for which you want to run the report.
From Supplier ID and **To Supplier ID**	Select the supplier ID. The **From Supplier ID** is a required field. You can also include a range of suppliers using the **From Supplier ID** and **To Supplier ID** fields.
From Date and **To Date**	Enter the date range you want to inquire on.

Payment Details

The Payment Details group box shows details on the withholding payment information for each withholding payment. If you are using the federal payment option, the payment details display by payment schedule.

Field or Control	Description
(USF) Schedule ID	Shows the payment schedule ID. This field only displays if you are a U.S. Federal agency and have selected the federal payment option on the Installation options page.
Payment Amount	Displays the payment amount in the payment currency for the remit supplier.
Supplier Liability Amount Paid	Displays the portion of the payment amount that has been paid to the specified supplier in the transaction currency.

The system displays payment and withholding information for each payment or payment schedule. In addition, the system displays:

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Field or Control	Description
Gross Payment Amount	Displays the amount of payment paid to the remit supplier to cover the invoicing supplier's liability.
Withholding Basis Amount	Displays the basis amount of the withholding for the payment or payment schedule.
Withhold Liability	Displays the amount to be withheld and paid to the withholding entity for the payment or payment schedule.
Remit SetID and **Remit Supplier Name**	Displays the SetID and name of the remit supplier for the payment or payment schedule.

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Resolving Complex Withholding Scenarios

Exonerating Suppliers from Withholding

PeopleSoft Payables enables you to exonerate a supplier from withholding on a percentage basis. Some suppliers enjoy special privileges when it comes to withholding. This privilege is termed exoneration and enables this supplier to be withheld less than other suppliers. For instance, a supplier might have a condition that stipulates that it be withheld half of the regular amount during the first six months of the year. To support this feature, a way is provided to specify an exoneration percentage and an expiration date for this exoneration at the supplier level. This information needs to be tracked at the jurisdiction level as well, and it is stored in the VENDOR_WTHD_JUR table.

Example: Supplier Exoneration

Assume that you paid 55,000 EUR from an exonerated supplier. Assume also that the withholding amount calculated prior to any exoneration is 3600 EUR (see the example in the section Using Tiered-Based Withholding). If this supplier had an effective exoneration of 25%, you would withhold 2700 EUR instead of 3600 EUR.

Using Tiered-Based Withholding

To support tiered-based withholding, you set up your withholding rule such that the withholding percentage depends on the basis amount. Just as in a bracketed income tax system, the bigger the amount, the higher the withholding percentage becomes. Here is an example:

From Amount (EUR)	To Amount (EUR)	Percentage	Additional Amount (EUR)
0	9,999	5%	0
10,000	19,999	6%	500
20,000	49,999	7%	1100
50,000	99,999	8%	3200
100,000	100,000+	9%	7200

If, for example, your transaction amount were 55,000 EUR, you would calculate your withholding in the following manner. Because 55,000 EUR falls into the 50,000–99,999 bracket, you would subtract the amount from the From Amount of that bracket, multiply this by the corresponding percentage, and add the Additional Amount. Here is how it would look:

1. 55,000 EUR − 50,000 EUR (from amount of bracket) = 5000 EUR.
2. 5000 EUR × 8% = 400 EUR.
3. 400 EUR + 3200 EUR = 3600 EUR.

In this case, the withholding on this 55,000 EUR transaction would be 3600 EUR.

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Related Topics

- Withhold Rule Page
  Use the Withhold Rule page (WTHD_RULE) to establish rules that determine the actions to be taken during withholding.

Using Period-Based Withholding

This section discusses how to set up period-based withholding, calculate period-based withholding, and compare credit notes for period-based and voucher withholding.

Setting Up Period-Based Withholding

To set up period-based withholding calculations, you set up a calendar that determines a period for your withholding rule by using the Calendar Builder page. You join that calendar to the withholding rule (which you set up using the Withhold Rule page) by using the Withholding Entity page.

For example, assume you withhold at 10% if the total accumulated monthly basis amount is less than 10,000 EUR, and you withhold at 12% if the total monthly basis amount is equal to or over 10,000 EUR:

1. Set up a withholding rule with a line for each percentage withholding and basis amount range:

From Basis Amount	To Basis Amount	Percent Withheld	Additional Amount
0	9,999.99	10%	0
10,000	99999999999.99	12%	1000

2. Define a calendar with monthly periods.
3. Define withholding categories on the Withholding Entity page that join the withholding rule to the monthly calendar.

Now when you pay less than 10,000 EUR in a month to a supplier, you withhold at 10% and when you pay more, you withhold at 12%.

> **Note**
>
> You can also set up your withholding categories on the Withholding Entity page to set a minimum basis or withholding amount below which no withholding occurs; if the withholding category is associated with a calendar, this minimum amount will be applied by calendar period (that is, by month for a monthly calendar).

Related Topics

- Withhold Rule Page
  Use the Withhold Rule page (WTHD_RULE) to establish rules that determine the actions to be taken during withholding.
- Withholding Entity Page
  Use the Withholding Entity page (WTHD_ENTITY) to define your withholding entities (tax authorities).

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Calculating Period-Based Withholding

As with tiered withholding, period-based withholding calculations are not based on one transaction but rather on all transactions that have occurred during a certain period of time (a month, a week, a year, and so on). However, these calculations occur at payment time and must be calculated for each individual transaction.

Example: Calculating Period-Based Withholding

Consider the example from section Using Tiered-Based Withholding. Assume you've paid 55,000 EUR to a supplier this month and withheld 3,600 EUR. Now you receive a second transaction in the amount of 50,000 EUR. Here is how the withholding on the second payment would be calculated:

1. 50,000 EUR + 55,000 EUR (balance from first transaction) = 105,000 EUR.
2. 105,000 EUR − 100,000 EUR (from basis amount) = 5000 EUR.
3. 5000 EUR × 9% = 450 EUR.
4. 450 EUR + 7200 EUR (additional amount at the 9% bracket) = 7,650 EUR.
5. 7650 EUR − 3,600 EUR (amount already withheld) = 4,050 EUR.

In this case, the withholding on the second transaction of 50,000 EUR would amount to 4,050 EUR. The same methodology would then apply to all subsequent payments to this supplier.

Comparing Credit Notes for Period-Based and Voucher Withholding

Credit notes for period-based withholding are accounted for during withholding and payment calculations and therefore reduce the amount of the withholding for a given payment. Here are some incremental examples using the following constants:

- Period balance for basis amount is 600.00 EUR.
- Withholding rate is 10%.
- Period balance for withholding amount is 60.00 EUR (600.00 × .10).
- Payments are made within the same period, June 2006.

Payment #1:

Payment #1 pay cycle is dated June 1, 2006.

Voucher #	Applicable?	Basis Amount	Withholding
00000100	Y	250.00	25.00
00000101	Y	–50.00	–5.00

Result: Payment is for 180.00 EUR to the supplier and the withholding is 20.00 EUR.

Payment #2:

Payment #2 pay cycle is dated June 8, 2006.

Voucher #	Applicable?	Basis Amount	Withholding
00000102	Y	100.00	10.00

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Result: Payment is for 90.00 EUR to the supplier and the withholding is 10.00 EUR.

If you add the basis amounts for the first two payments (250.00 EUR + 100.00 EUR = 350.00 EUR) you are less than or equal to the period balance of 600.00 EUR. The system does not include the credit amount when calculating the basis amount totals. The 10% withholding rate still applies (350.00 EUR × .10 = 35.00 EUR). The withholding is 10.00 EUR (35.00 EUR − 25.00 EUR [withholding taken for the first voucher] = 10.00 EUR). The system does not include the credit withholding amount when calculating the withholding amount totals.

Payment #3:

Payment #3 pay cycle is dated June 15, 2006.

Voucher #	Applicable?	Basis Amount	Withholding
00000103	Y	250.00	25.00
00000104	N	−50.00	0.00

Result: Payment is for 175.00 EUR to the supplier and the withholding is 25.00 EUR.

If you add the basis amounts for the three payments (250.00 EUR + 100.00 EUR + 250.00 EUR = 600.00 EUR) you are less than or equal to the period balance of 600.00 EUR. The system does not include the credit amount when calculating the basis amount totals. The 10% withholding rate still applies (600.00 EUR × .10 = 60.00 EUR). The withholding is 25.00 EUR (60.00 EUR − 25.00 EUR [withholding taken in the first payment] − 10.00 EUR [withholding taken in the second payment] = 25.00 EUR). The system does not include the credit withholding amount when calculating the withholding amount totals. Because the period balance for the withholding amount is 60.00 EUR and the withholding amount taken is 60.00 EUR, no additional withholding is calculated on the credit voucher 00000104.

Managing Period-Based Withholding

Because your withholdings can be period-based, PeopleSoft Payables enables you to update the current withholding totals for period-based withholding using the Withholding Period Adjustment page. This feature handles the possibility that you may issue a manual check and need to take this manual transaction into account for withholding calculations of subsequent transactions for the same period. Corrections to period-based withholding amounts update the table the system uses to accumulate period totals, called WTHD_PERIOD_LOG.

Pages Used to Manage Period-Based Withholding

Page Name	Definition Name	Usage
Withhold Period Accumulation Adjustment Page	WTHD_PERIOD_PNL	Update the current withholding totals when you issue a manual check while using period-based withholding.
Withhold Period Accumulation Log Page	WTHD_PER_TOT_INQ	Review transaction logs used in period-based withholding.

Related Topics

- Using Period-Based Withholding
  This section discusses how to set up period-based withholding, calculate period-based withholding, and compare credit notes for period-based and voucher withholding.

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Withhold Period Accumulation Adjustment Page

Use the Withhold Period Accumulation Adjustment page (WTHD_PERIOD_PNL) to update the current withholding totals when you issue a manual check while using period-based withholding.

Navigation:

Suppliers, and then **1099/Global Withholding**, and then **Maintain**, and then **Adjust Period Accumulation**, and then **Withhold Period Accumulation Adjustment**

Field or Control	Description
Tax ID	Displays the supplier's tax ID.
Declaration Date	Displays the date on which your withholdings will be declared for reporting purposes.

Accounting Period

Field or Control	Description
Calendar SetID	Displays the SetID and ID of the calendar you are using to calculate period-based withholding for this withholding setup.
Accounting Period	Displays the accounting period and fiscal year that you are using to calculate period-based withholding.

Withholding Basis Amount

Field or Control	Description
Withholding Basis Amount	Enter the withholding basis amount for the manual payment or other transaction.
Withholding Rule	Displays the withholding rule; correct it if necessary.
Withholding Amount	Enter the withholding amount from the manual payment or other transaction.
Payment Date	Displays the payment date; correct it if necessary.

Withhold Period Accumulation Log Page

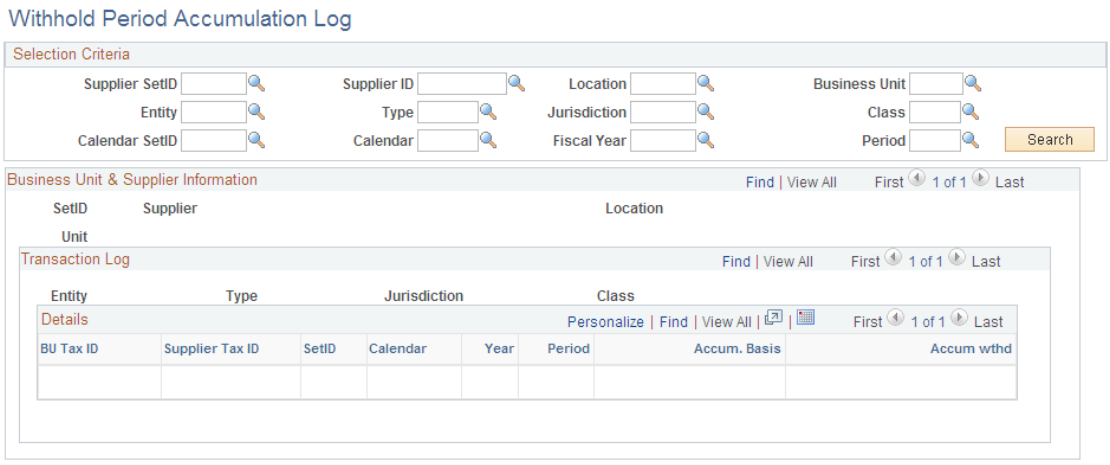
Use the Withhold Period Accumulation Log page (WTHD_PER_TOT_INQ) to review transaction logs used in period-based withholding.

Navigation:

Suppliers, and then **1099/Global Withholding**, and then **Review**, and then **Period Accumulation Log**, and then **Withhold Period Accumulation Log**

This example illustrates the fields and controls on the Withhold Period Accumulation Log page. You can find definitions for the fields and controls later on this page.

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Selection Criteria

Enter search criteria for the withholding period transactions and click the **Search** button.

Business Unit and Supplier Information

View the results of your search in the **Business Unit & Supplier Information** scroll area. This scroll area shows your results by business unit and supplier; within a business unit and supplier, you can view transactions by entity, type, jurisdiction, and class combination in the **Transaction Log** scroll area. Within each withholding class combination, you can view the accumulated total basis amount and withholding amount by period in the **Details** grid.

Field or Control	Description
Accum. Basis (accumulated basis)	Displays the accumulated basis amount by business unit, supplier, withholding class combination, and period.
Accum wthd (accumulated withholding)	Displays the accumulated withholding amount by business unit, supplier, withholding class combination, and period.

Calculating Withholding on Prepayments

Prepayments enable you to pay for goods or services before an invoice is received. You can choose to withhold on the prepaid voucher, or postpone withholding until you process the final invoice. If you postpone withholding, the withholding is *not* calculated when the prepaid voucher is paid. It is calculated when the system applies the regular voucher to the prepaid voucher during the Voucher Posting process.

You can postpone withholding for prepayments by selecting the *Postpone Withholding* check box on either the Withholding Information page or on the Voucher - Voucher Attributes page.

Here are some examples of withholding on prepayments. If your supplier asked you for a prepayment of 1000.00 EUR on merchandise worth 10,000.00 EUR, you would have the following two options given a 5% withholding:

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> **Note**
>
> In all of these examples, the prepaid voucher is voucher ID 00000001 and the applied regular voucher is voucher ID 00000002.

> **Note**
>
> Calculation of Withholding on Prepayments, where the withholding is calculated during voucher posting is applicable only for India Business Unit.

Example 1: Apply Withholding on the Prepayment (Withholding Is Not Postponed)

This option would mean that withholding would occur on the prepayment and the following PYMNT_VCHR_XREF rows would have been generated—assuming backup withholding—after this prepayment is paid:

Voucher ID	Payment Type	Payment Gross Amount	Prepaid Status	Prepaid Applied BU	Prepaid Applied Voucher	Prepaid Applied Payment	Reason
00000001	Regular	950.00 EUR	P			0	
00000001	Withholding	50.00 EUR	P			0	

When the prepayment is applied to the regular voucher, the following rows get written to the PYMNT_VCHR_XREF table.

Voucher ID	Payment Type	Payment Gross Amount	Prepaid Status	Prepaid Applied BU	Prepaid Applied Voucher	Prepaid Applied Payment	Reason
00000001	Regular	950.00 EUR	P			0	Nothing changes
00000001	Withholding	50.00 EUR	P			0	Nothing changes
00000002	Regular	9000.00 EUR	U			0	Adjusted original entry after prepaid applied.
00000002	Regular	1000.00 EUR	A	US001	00000001	1	New entry after prepaid applied.

After the regular voucher is paid, the entries look like this (the withholding calculations are performed during pay cycle):

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Voucher ID	Payment Type	Payment Gross Amount	Prepaid Status	Prepaid Applied BU	Prepaid Applied Voucher	Prepaid Applied Payment	Reason
00000001	Regular	950.00 EUR	P			0	Nothing changes from original entries.
00000001	Withholding	50.00 EUR	P			0	Nothing changes from original entries.
00000002	Regular	8550.00 EUR	U			0	Modified row from withholding calculations.
00000002	Withholding	450.00 EUR					Newly created row from withholding calculations 5% of 9,000.00 EUR.
00000002	Regular	1000.00 EUR	A	US001	00000001	1	

Example 2: Postpone Withholding on a Prepayment

This option means that withholding is not calculated for a prepayment and that, instead, withholdings are calculated on the full EUR 10,000 when the regular voucher is paid. When the prepayment is paid, the PYMNT_VCHR_XREF entries for the prepayment would look like this (no withholding at this point):

This is what PYMNT_VCHR_XREF looks like after the prepayment is paid:

Voucher ID	Payment Type	Payment Gross Amount	Prepaid Status	Prepaid Applied BU	Prepaid Applied Voucher	Prepaid Applied Payment	Reason
00000001	Regular	1000.00 EUR	P				

This is what PYMNT_VCHR_XREF looks like after the prepayment has been applied:

Voucher ID	Payment Type	Payment Gross Amount	Prepaid Status	Prepaid Applied BU	Prepaid Applied Voucher	Prepaid Applied Pymnt	Reason
00000001	Regular	1000.00 EUR	P			0	This does not change.

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Voucher ID	Payment Type	Payment Gross Amount	Prepaid Status	Prepaid Applied BU	Prepaid Applied Voucher	Prepaid Applied Pymnt	Reason
00000002	Regular	9000.00 EUR	U			0	Original from voucher save readjusted by prepayment application.
00000002	Regular	1000.00 EUR	A	US001	00000001	1	Prepaid adjustment.

This is what PYMNT_VCHR_XREF looks like after the regular voucher has been paid:

Voucher ID	Payment Type	Payment Gross Amount	Prepaid Status	Prepaid Applied BU	Prepaid Applied Voucher	Prepaid Applied Pymnt	Reason
00000001	Regular	1000.00 EUR	P			0	This does not change.
00000002	Withholding	500.00 EUR	U			0	Newly created row from withholding calculations 5% of 10,000.00 EUR.
00000002	Regular	1000.00 EUR	A	US001	00000001	1	Does not changed from above.
00000002	Regular	8500.00 EUR	U			0	Adjusted regular payment – withholding (withholding actually generates this row not prepayment)

Related Topics

- Voucher Attributes Page
  Use the Voucher Attributes page (VCHR_STATUS_IA) to set batch processing options for prepayments and withholding.

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Applying Withholding to First Payment Only

In cases in which you have scheduled multiple payments for a voucher for a withholding supplier, you can apply the entire withholding amount to the first payment. When you do this, the system checks the total basis amount for the voucher when the first payment is being issued. It then checks that the first installment amount is greater than the total withholding amount for the voucher. If the first installment amount is greater, the system withholds the total withholding; if it is not, the system creates an exception and rejects the transaction. Make a correction at the voucher level and reschedule at a later time.

You can specify this option on the Withholding Entity page by selecting the **Appl. 1st Pmnt** (apply first payment) option. This information is stored on the WTHD_CATEGORY table.

Related Topics

- Withholding Entity Page
  Use the Withholding Entity page (WTHD_ENTITY) to define your withholding entities (tax authorities).

Calculating Withholding on Payment Cancellations

PeopleSoft Payables handles reversals for withholdings on payment cancellations. Withholding calculations occur at payment time, so the system needs to know not to calculate withholdings again. After canceling, run payment and withhold posting. The system creates a new entry in the PYMNT_VCHR_XREF table for the regular amount (gross amount − withholding = regular amount) and a reversal entry on the WTHD_TRXN_TBL so that you will not report withholding twice.

Here is an example of how it works.

Payment Cancellation Example

Some of the associated withholdings are not in Not Selected status (one is in Paid status).

> **Note**
>
> Two withholding classes are associated with the voucher in this example.

After Payment and Withholding Posting:

PYMNT_VCHR_XREF (after payment and withholding calculations):

Payment Count	Payment Type	Payment Gross Amount	Payment Select Status	Payment ID	Original Payment Count	Withhold Payment Count	Withhold Post Status
1	R	900.00 USD	P	150	0	0	P
2	W	75.00 USD	P	151	1	1	P
3	W	25.00 USD	N		1	2	U

PYMNT_VCHR_WTHD:

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Payment Count	Withhold Payment Count	Withhold Entity	Withhold Type	Withhold Juris Code	Withhold Class	Withhold Amount
1	1	IRS	1099	FED	01	75.00 USD
1	2	IRS	1099	FED	02	25.00 USD

WTHD_TRXN_TBL:

Payment ID	Withhold Entity	Withhold Type	Withhold Juris Code	Withhold Class	Withhold Basis Amt	Withhold Liability Amount	Paid Amount
150	IRS	1099	FED	01	1000.00 USD	75.00 USD	0.00 USD
150	IRS	1099	FED	02	1000.00 USD	25.00 USD	0.00 USD
151	IRS	1099	FED	01	0.00 USD	0.00 USD	75.00 USD

After Payment Cancellation, Payment Posting, and Withholding Posting

PYMNT_VCHR_XREF:

Payment Count	Payment Type	Payment Gross Amount	Payment Select Status	Payment ID	Original Payment Count	Withhold Payment Count	Withhold Post Status
1	R	900.00 USD	X	150	0	0	X
2	W	75.00 USD	P	151	4	1	P
3	W	25.00 USD	N		4	2	U
4	R	900.00 USD	N		0	0	U

PYMNT_VCHR_WTHD:

Payment Count	Withhold Payment Count	Withhold Entity	Withhold Type	Withhold Juris Code	Withhold Class	Withhold Amount
1	1	IRS	1099	FED	01	75.00 USD
1	2	IRS	1099	FED	02	25.00 USD
4	1	IRS	1099	FED	01	75.00 USD
4	2	IRS	1099	FED	02	25.00 USD

WTHD_TRXN_TBL:

Payment ID	Withhold Entity	Withhold Type	Withhold Juris Code	Withhold Class	Withhold Basis Amount	Withhold Liability Amount	Paid Amount
150	IRS	1099	FED	01	1000.00 USD	75.00 USD	0.00 USD

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Payment ID	Withhold Entity	Withhold Type	Withhold Juris Code	Withhold Class	Withhold Basis Amount	Withhold Liability Amount	Paid Amount
150	IRS	1099	FED	02	1000.00 USD	25.00 USD	0.00 USD
151	IRS	1099	FED	01	0.00 USD	0.00 USD	75.00 USD
150	IRS	1099	FED	01	−1000.00 USD	−75.00 USD	0.00 USD
150	IRS	1099	FED	02	−1000.00 USD	−25.00 USD	0.00 USD

Further Considerations for Canceling Payments with Withholding

Consider the following points when canceling payments with withholding.

Canceling Withholding Schedules

If withholding has been paid and the withholding payment needs to be canceled as well, you must cancel this separately. It will not be canceled just because the regular payment is canceled. Alternatively, you may use the Withholding Adjustment page to adjust withholding.

Canceling a Payment, Changing Withholding Details, and Reissuing the Payment

If you cancel a payment and want to change the withholding details for the voucher and reissue the payment with withholding recalculated, you must:

1. Cancel the payment.
2. Delete the withholding schedule on the voucher.
3. Add the withholding schedule amount back to the regular payment schedule. That is, consolidate the withholding schedule with the regular payment schedule.
4. Change the withholding details.
5. Save the voucher.
6. Run the Pay Cycle Application Engine process (AP_APY2015) on the voucher or make a manual payment to reissue the payment with withholding recalculated.

Note that you:

- Cannot delete or update a withholding schedule on a voucher if a related payment schedule has been paid or if the withholding has been posted.
- Cannot delete or update a regular payment schedule if a related withholding schedule exists or if withholding has been posted.
- Must cancel the related payment before you can delete withholding schedules.

Related Topics

- Canceling Individual Payments
  This section provides an overview of payment cancellation with associated liabilities and discusses how to cancel a payment.
- Scheduling and Creating Voucher Payments for Online Vouchers

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Grouping Withholding for Payment Posting

In PeopleSoft Payables, accounting entries are written for withholding during voucher posting (if withholding at voucher posting option is selected) and payment posting, and withholding entries are grouped by WTHD_ENTITY, WTHD_TYPE, WTHD_JUR_CD, WTHD_CLASS, and WTHD_RULE.

The linking of a withholding PYMNT_VCHR_XREF (PYMNT_TYPE = W) to its PYMNT_VCHR_WTHD entries is 1 to 1 and is linked in the following way for backup withholding:

PYMNT_VCHR_XREF.BUSINESS_UNIT	=	PYMNT_VCHR_WTHD.BUSINESS_UNIT
PYMNT_VCHR_XREF.VOUCHER_ID	=	PYMNT_VCHR_WTHD.VOUCHER_ID
PYMNT_VCHR_XREF.ORIG_PYMNT_CNT	=	PYMNT_VCHR_WTHD.PYMNT_CNT
PYMNT_VCHR_XREF.WTHD_PYMNT_CNT	=	PYMNT_VCHR_WTHD.WTHD_PYMNT_CNT

Example #1: Two-Line Voucher with Single Payment

Assumptions include:

- Total 1000 USD: Line 1: 500 USD, Line 2: 500 USD.
- Line 1 withholding is 31%.
- Line 2 withholding is 20%.

PYMNT_VCHR_XREF:

Payment Count	Paid Type	Payment Gross Amount	Original Payment Count	Withhold Payment Count
1	R	745.00	0	0
2	W	155.00	1	1
3	W	100.00	1	2

PYMNT_VCHR_WTHD:

Payment Count	Withhold Payment Count	Entity	Type	Juris	Class	Rule	Withhold Basis Amount	Withhold Amount
1	1	CA	1099	North	04	RULE4	500.00	155.00
1	2	IRS	1099	South	02	RULE2	500.00	100.00

VCHR_ACCTG_LINE (assuming summary control posting method):

Posting Process	Payment Count	Type	Account	Foreign Amt
PYMN	1	APA	200000	1000.00 (dr)
PYMN	1	CAS	100001	745.00 (cr)

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Posting Process	Payment Count	Type	Account	Foreign Amt
PYMN	1	WTH	100011	155.00 (cr)
PYMN	1	WTH	100012	100.00 (cr)

Example #2: Two-Line Voucher with Split Payments

Assumptions include:

- Total 1000 USD: Line 1: 700 USD, Line 2: 300 USD.
- Payment split is 600 USD / 400 USD.

PYMNT_VCHR_XREF:

Payment Count	Paid Type	Payment Gross Amount	Original Payment Count	Withhold Payment Count
1	R	433.80	0	0
2	R	289.20	0	0
3	W	130.20	1	1
4	W	36.00	1	2
5	W	86.80	2	1
6	W	24.00	2	2

PYMNT_VCHR_WTHD:

Payment Count	Withhold Payment Count	Entity	Type	Juris	Class	Rule	Withhold Basis Amount	Withhold Amount
1	1	CA	1099	NORTH	04	RULE4	420.00	130.20
1	2	IRS	1099	SOUTH	02	RULE2	180.00	36.00
2	1	CA	1099	NORTH	04	RULE4	280.00	86.80
2	2	IRS	1099	SOUTH	02	RULE2	120.00	20.00

VCHR_ACCTG_LINE (assuming summary control posting method):

Posting Process	Payment Count	Type	Account	Foreign Amount
PYMN	1	APA	200000	600.00 (dr)
PYMN	1	CAS	100001	433.88 (cr)
WTHA	1	WTH	100011	130.20 (cr)
WTHA	1	WTH	100012	36.00 (cr)
PYMN	2	APA	200000	400.00 (dr)
PYMN	2	CAS	100001	289.20 (cr)
WTHA	2	WTH	100011	86.80 (cr)
WTHA	2	WTH	100012	24.00 (cr)

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Processing Special Withholding Requirements

Processing U.S. Withholding

This section provides an overview of the 1099 withholding process and lists prerequisites and common elements.

Pages Used to Process U.S. Withholding

Page Name	Definition Name	Usage
1099 Report Post / Report / Copy B Page	RPT_1099_JOB	`Request to run the 1099 Job (AP_1099), that includes the 1099 Report Post Application Engine process (1099_RPT_PST), the 1099 Report Application Engine process (AP_APY1099), and the 1099 Copy B Sort Application Engine process (AP_COPYB_RPT). You can also select to run these processes individually. In addition, you can select to run the 1099 report forms (1099-MISC, 1099-NEC, 1099-G, and 1099-INT) separately or as part of the same run control request.
1099 to Send Report Page	TO_SEND_RPT	Define run parameters for the 1099 Withholding to Send Detail Report (APY8056). Use the report to review a summary of the data stored in the withholding detail table (WTHD_TO_SND_DTL). The report lists all the information created by the 1099 reporting process and is a replica of the data in the file you are sending to the IRS. You must complete the 1099 Report process-with the exception of sending the file-for the report to accurately summarize your data.

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Page Name	Definition Name	Usage
Withhold Sent Page	WTHD_SENT	Request a run of the Withholding Sent File Application Engine process (WTHD_SENT). This process finalizes the 1099 reporting and file creation process. It records all the data in the file you have sent. Do not run this process until you send your file to the IRS. You can only run it once for each time you run the withholding report. The system uses this information when creating correction or replacement files.

Understanding 1099 Withholding

In the United States, accounts payable departments create 1099 forms and electronic files each calendar year to report various tax liabilities for suppliers. 1099 income encompasses multiple categories, although the primary category for PeopleSoft Payables is likely to be non-employee compensation.

PeopleSoft enables you to provide the U.S. Internal Revenue Service (IRS) with withholding information based on the transactions that occurred during the reporting year.

> **Note**
>
> Refer to IRS Publication 1220 as the definitive resource for 1099 rules and regulations.

This section discusses:

- Supported 1099 reports.
- Adjustment process.
- 1099 reporting process flow.
- Filing requirements.
- Taxpayer Identification Number (TIN).

Supported 1099 Reports

PeopleSoft Payables supports the following 1099 reports:

- 1099-MISC
- 1099-NEC
- 1099-I (interest income)
- 1099-G (government payments)

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Adjustment Process

You can make adjustments to your withholding using the:

- Withhold Adjustments page.
- Withholding Update Application Engine process (AP_WTHD_UPDT).

See Adjusting Withholding Manually.

See Processing Withholding Updates.

1099 Reporting Process Flow

For efficient withholding processing, run payment and withholding posting throughout the year.

To create your 1099 files for the Internal Revenue Service and Copy B reports for your suppliers:

1. (Optional) Run the Withholding Mismatch Report (APY9010).

   This report shows all mismatched voucher lines for the selected supplier location.
2. (Optional) Manually update incorrect withholding on the voucher lines using the Withhold Adjustments page or the Withholding Update pages and process.
3. (Optional) Rerun the Withholding Mismatch Report.
4. (Optional) Run the Duplicate Suppliers report (APY3215) and make adjustments, if necessary, to combine withholding totals for suppliers with duplicate Taxpayer Identification Numbers (TINs).
5. Run the 1099 Job (AP_1099) to populate the withholding 1099 table, run the withholding 1099 report, and create the 1099 Copy B forms.

   The 1099 Report Post process populates the withholding 1099 table by extracting data from the withhold transaction table and inserting it into the withholding 1099 table.

   The 1099 Report process compares the information in the withholding transaction tables to the information that you have already sent to the IRS and populates a third table with the information that needs to be sent to the IRS for the current year. This enables you to process corrections and replacements in addition to original submissions.

   The 1099 Report Copy B Sort process generates the selected forms and sorts the information in specified order.

   > **Note**
   >
   > You can run these processes individually as well.

6. Create and print the 1099-MISC, 1099-NEC, 1099-G, and 1099-INT report forms.

   > **Note**
   >
   > You can run these reports forms using the same run control as the 1099 processes.

7. Generate a 1099 Withholding to Send Detail Report.

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This report is a summary of the data stored in the withholding detail table (WTHD_TO_SND_DTL). It is a replica of the file you are sending to the IRS.

8. Run the Withholding Sent File Application Engine process (WTHD_SENT) once you have sent your file to the IRS.

   This process records all of the data you sent to the IRS.

See Running the Withholding Mismatch Report.

Filing Requirements

Since IRS filing requirements are subject to change, please refer to IRS publication 1220 for the current requirements.

The IRS enables you to file using magnetic or electronic media. PeopleSoft Payables automatically formats the files according to the latest IRS requirements.

In certain cases, the IRS acts as a forwarding agent for states that participate in the Combined Federal/State Filing Program. Consult current IRS publications for information.

The IRS enables you to send a test file before you send your regular file. Test files should contain a sample of each record you are required to file. You can create test files using PeopleSoft Payables.

Taxpayer Identification Number (TIN)

Every supplier in the United States must have a Taxpayer Identification Number (TIN). For individuals, this is their Social Security Number (SSN). For businesses, this is a Federal EIN. For sole proprietorships and partnerships, you have a choice between the person's SSN or the Federal EIN.

Submitting TIN Matching Requests

Users can extract a file of supplier data that will be uploaded to the IRS for TIN matching. The extraction will generate a flat file that meets the IRS file layout requirements. The supplier can upload the file returned from the IRS and the load process updates the TIN match status.

Users can generate a report and/or have an inquiry on the Supplier TINs to review the status of the TIN matching. Using the links on the inquiry pages, users can fix the errors in the unmatched TINs.

Access the Extract TIN Matching File page (Supplier, Supplier Information, Maintain, Extract TIN Matching File).

Enter the criteria to select the supplier TINs that will be included into the flat file to be submitted to the IRS. Select the TIN Match Status for the TINs that need to be submitted to the IRS. The available options are: *New*, *Pending* and *Matched*. If a single SetID is selected, you can run the file extract for a range of Supplier IDs. Click the Preview Button to view the number of TIN's selected for extract.

Access the Load IRS TIN Matching File page (Supplier, Supplier Information, Maintain, Load IRS TIN Matching File).

The Load IRS TIN Matching File page is a run control page to request a run of the TIN Matching File process. You have to enter the IRS Tracking Code and the Match Date assigned by the IRS to view the results file. Click the Add Attachment link to upload any file from the end user machine to a specified storage location.

Access the IRS TIN File Load Inquiry page (Supplier, Supplier Information, IRS TIN File Load Inquiry).

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You can view the information about a specific IRS file that has been uploaded and processed from the IRS TIN File Load Inquiry page. This page displays the number of supplier TINs matched and the number of TINs that had a matching error.

Access the TIN Matching Inquiry page (Supplier, Supplier Information, TIN Matching Inquiry).

User can review the errors occurred during the TIN processing from the TIN Matching Inquiry page. Using this page, you can search for TINs with matching errors, formatting errors and TINs for which matching is pending. You can run the search for a single Supplier SetID or a range of Set ID's. The Location hyperlink in the results grid is a hyperlink to the Supplier location (where the TIN is stored).

Prerequisites

Before you begin, you must:

- Define a withholding calendar and the withholding controls.
- Complete all withholding setup, including the applicable 1099 piggyback states.
- Set up withholding suppliers.
- Enter, post, and pay vouchers; run the Payment Posting Application Engine process (AP_PSTPYMNT) and the Withholding Posting Application Engine process (AP_WTHD).
- (Optional) Run the Withholding Mismatch Report and update withholding manually using the Withhold Adjustments page or via the Withholding Update pages and process.
- (Optional) Run the Duplicate Suppliers report to review any TINs, names, addresses, and so forth, that are shared with more than one supplier for a specified entity over a specified period.

Related Topics

- Understanding the Withholding Process
  This section discusses:
- Understanding Pay Cycle Processing
  The Pay Cycle process is a flexible tool. You can review payments after specific processing steps—such as after payment selection and before payment creation—and correct exceptions before proceeding to the next step. Or you can run the Payment Selection and Payment Creation processes together if you do not need to review the payments after selection. If you have a large payment run and only a very small percentage of exceptions, you do not have to delay payment processing—you can continue the current pay cycle, resolve exceptions, and then process the payments in a different pay cycle run.

Common Elements Used in Withholding

Field or Control	Description
Supplier ID	Enter to specify a particular supplier.
Start Date and **End Date**	Limit a search to information between the start and end date.
Control SetID and **Control ID**	Generate a different IRS file with each control ID. You must enter a SetID before you select the control ID.
Report ID	Defaults as *US_REPORT.*

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1099 Report Post / Report / Copy B Page

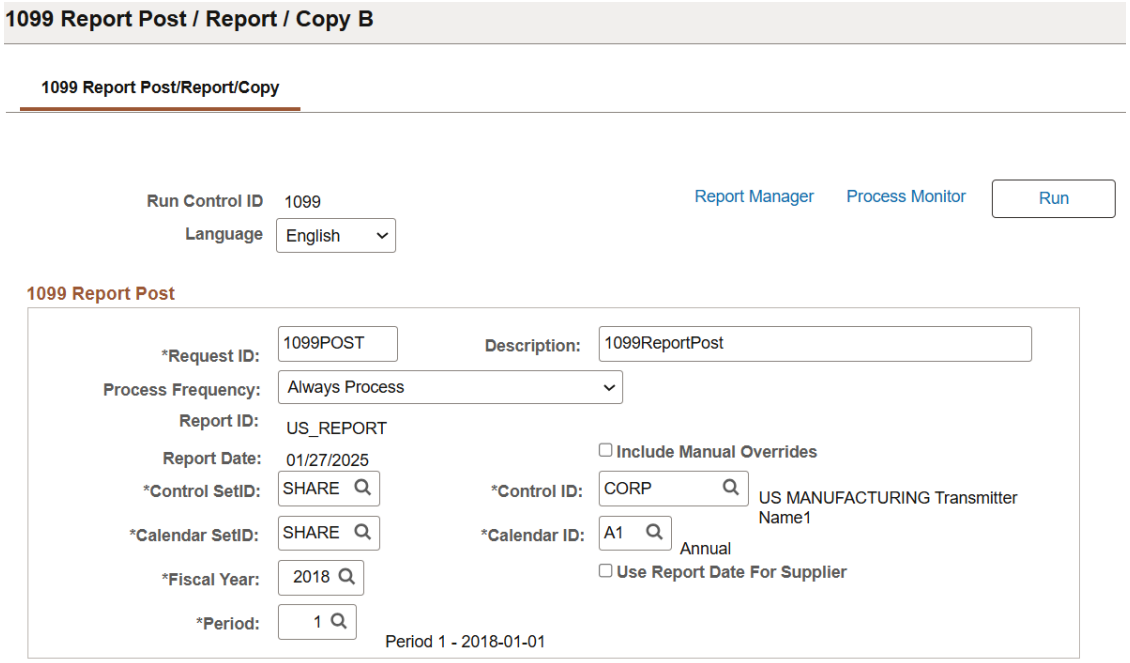
Use the 1099 Report Post / Report / Copy B page (RPT_1099_JOB) to request to run the 1099 Job (AP_1099), that includes the 1099 Report Post Application Engine process (1099_RPT_PST), the 1099 Report Application Engine process (AP_APY1099), and the 1099 Copy B Sort Application Engine process (AP_COPYB_RPT).

You can also select to run these processes individually. In addition, you can select to run the 1099 report forms (1099-MISC, 1099-NEC, 1099-G, and 1099-INT) separately or as part of the same run control request.

Navigation:

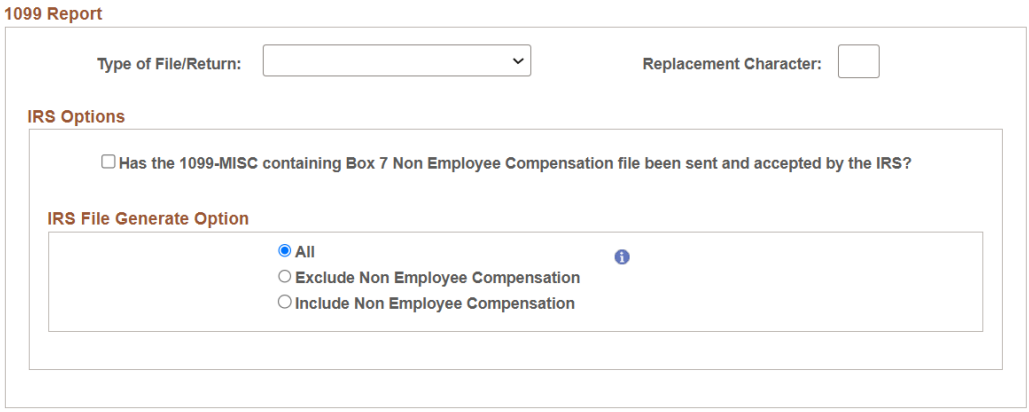
Suppliers, and then **1099/Global Withholding**, and then **1099 Reports**, and then **Withhold 1099 Report Job**, and then **1099 Report Post / Report / Copy B**

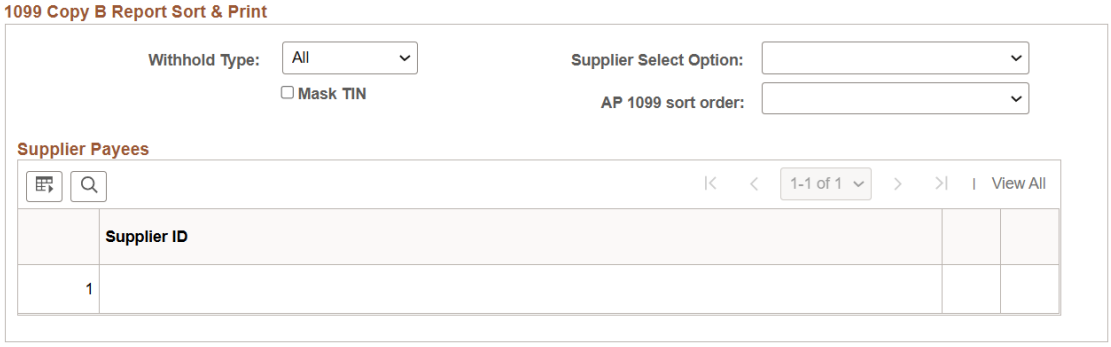
This example illustrates the fields and controls on the 1099 Report Post / Report / Copy B page for fiscal years 2019 and earlier (1 of 2). You can find definitions for the fields and controls later on this page.



This example illustrates the fields and controls on the 1099 Report Post / Report / Copy B page for fiscal years 2019 and earlier (2 of 2). You can find definitions for the fields and controls later on this page.

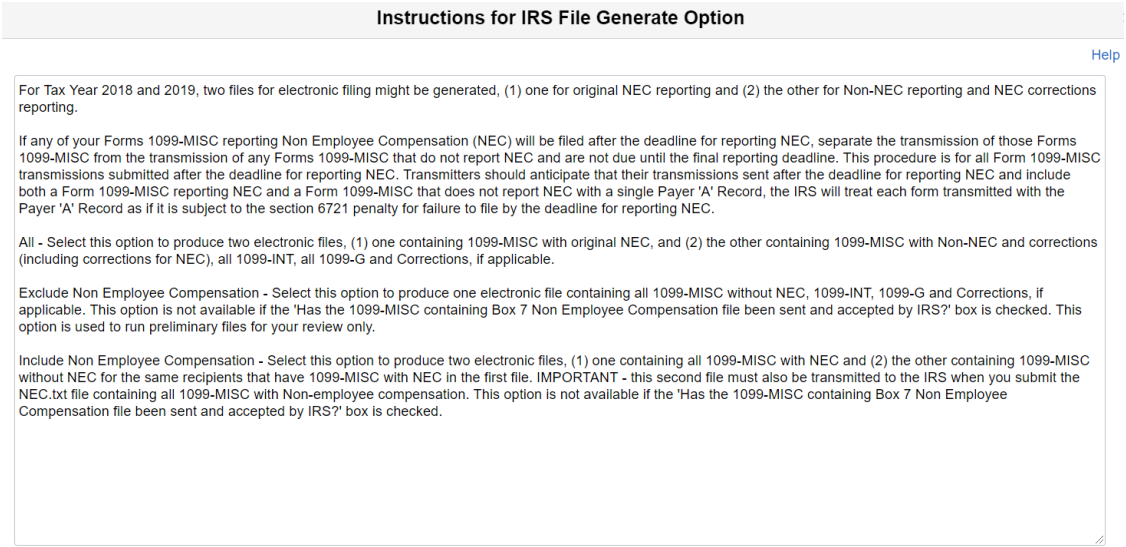
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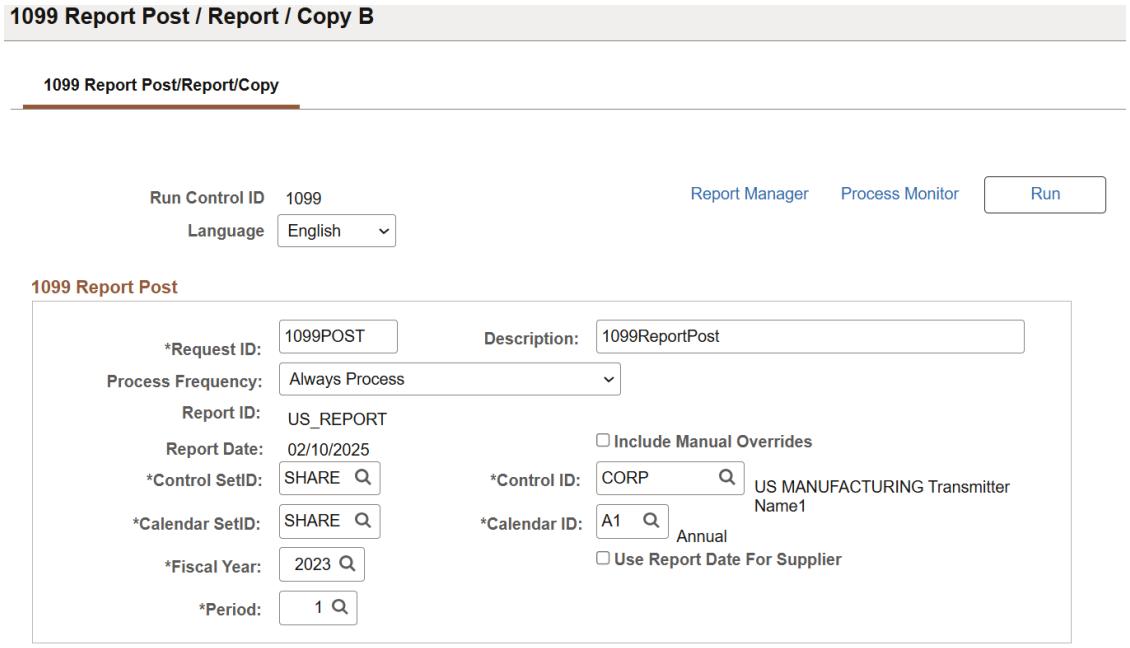
Field or Control	Description
	Click to view the instructions for IRS File Generate Option.

This example illustrates the fields and controls on the Instructions for IRS File Generate Option page.

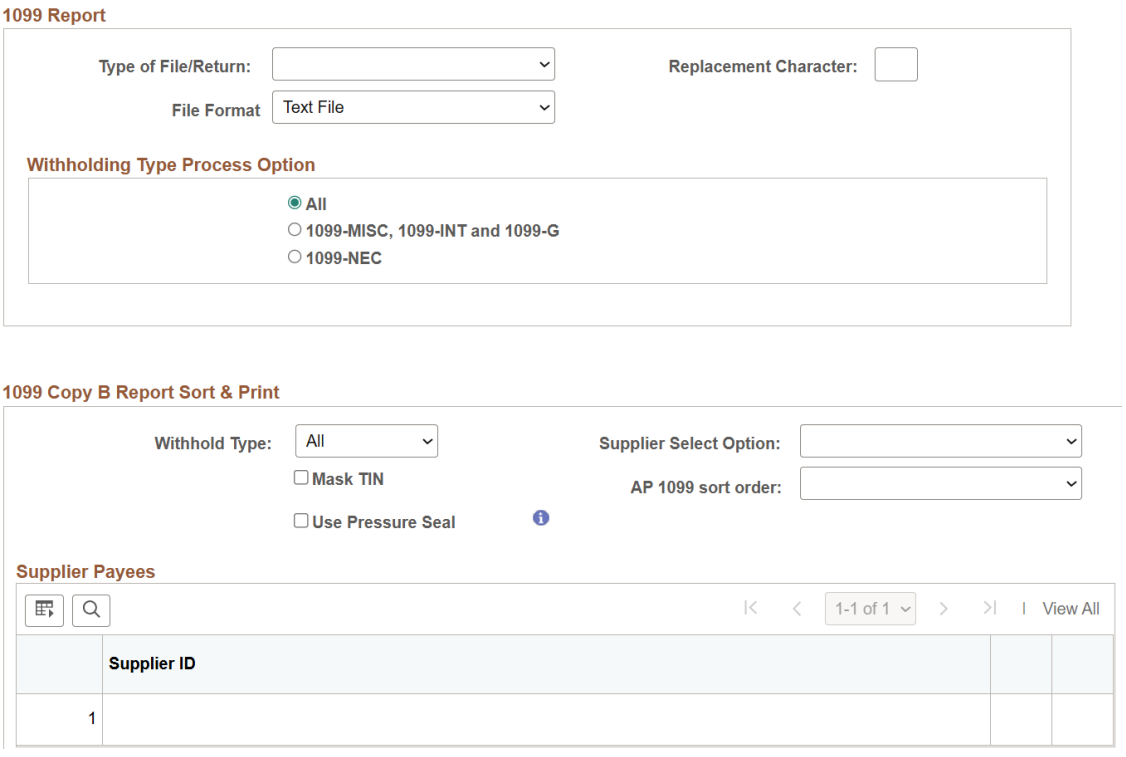


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This example illustrates the fields and controls on the 1099 Report Post / Report / Copy B page for fiscal years 2020 and later (1 of 2). You can find definitions for the fields and controls later on this page.



This example illustrates the fields and controls on the 1099 Report Post / Report / Copy B page for fiscal years 2020 and later (2 of 2). You can find definitions for the fields and controls later on this page.



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The 1099 Report Post / Report / Copy B page is divided into three sections; 1099 Report Post, 1099 Report, and 1099 Copy B Report Sort & Print. Each section corresponds to the three 1099 processes, respectively (1099_RPT_PST, AP_APY1099, and AP_COPYB_RPT).

> **Note**
>
> The 1099 Report Post / Report / Copy B page is for U.S. reporting. The Withhold Reports page is for global reporting. The person who controls security for your PeopleSoft pages defines security for these pages so that your users can access whichever reports are applicable for the company.

1099 Report Post

Parameters common to all three processes are listed in this group box. You must complete these parameters to run the 1099 Job or any of the three 1099 processes.

Field or Control	Description
Report Date	Displays today's date by default.
Include Manual Overrides	Select to include manually adjusted or updated withholding transactions. This is usually selected for 1099 reporting.
Control SetID and **Control ID**	Select the withholding control SetID and control ID to use to create 1099 reporting. The system uses the payor data for the specified control ID you entered on the Report Control Information - Payor Data page. This data must match the information the IRS has on file. In particular, the tax ID, transmitter control code, and name data should be the same, since the 1099 Report process pulls the header information for the IRS file from this page.
Calendar SetID and **Calendar ID**	Select the calendar you want to use. You must create an annual calendar with one period for the entire year to use for 1099 reporting.
Fiscal Year and **Period**	Enter the fiscal year and period for the calendar you specified. The system uses this information to determine which transactions to include in the posting. It selects all transactions with a payment date in the specified period. For 1099 reporting, the period is defined as a calendar year.
Use Report Date For Supplier	Select this check box to use the date the report is run to get the max effective dated Supplier Address that will be reported on the copy B. If unchecked, then the system will use 12/31/ reporting year.

When you run the 1099 Report Post process, the system extracts the withholding transaction data and populates the Withholding 1099 Report table.

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1099 Report

You must complete these parameters to run the 1099 Job or the 1099 Report process. You do not have to complete these parameters if you are running the 1099 Report Post process or the 1099 Copy B Sort process individually.

Field or Control	Description
Type of File/Return	Select the type of the file or return to create. Options include: *Orig/Corr* (original or correction): Select if you have not yet sent a file to the IRS or you are sending a correction file after sending an incorrect one. *Replace:* Select if the IRS requests a replacement file. *Test:* Select if you are sending a test file.
Replacement Character	Enter the character the IRS sends you as a replacement character to include in the file if you need to send a replacement file.
File Format	Select the file format. The available options are: *CSV File*, *XML File* and *Text File*. This field is available only when the Fiscal Year is 2025 or later.

IRS Options

> **Note**
>
> IRS Options section is available only for fiscal year 2019 and prior.

Suppliers that receive non-employee compensation (NEC) must now be paper/electronically reported to the IRS by January 31. IRS Options and IRS File Generate Option provide the capability to ensure that this IRS reporting requirement is met.

Field or Control	Description
Has the 1099-MISC containing Box 7 Non Employee Compensation file been sent and accepted by the IRS?	Select this check box to produce your remaining 1099s. You should have sent the electronic file for the 1099-MISC containing Box 7 NEC to the IRS and ran the Withhold Sent process prior to this. You can leave this check box deselected while running the process and creating files to verify your various 1099 Suppliers. **Note:** If you plan to submit all of the 1099s at one time on or before January 31, do not select this check box.

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Field or Control	Description
IRS File Generate Option	These options allow you to create the electronic files for 1099-MISC reporting NEC, 1099-MISC that do not report NEC, 1099-INT, 1099-G, as well as corrections, if applicable. The IRS requires that 1099-MISC reporting NEC in Box 7 be filed by the NEC Reporting deadline, while 1099-INT, 1099-G, and 1099-MISC that does not report NEC be filed by the final deadline when filed electronically.

Starting with the 2018 tax year, two electronic files may be produced for 1099-MISC

1. If you have Supplier(s) with 1099-MISC reporting NEC, these Supplier(s) will be reported in the file with the suffix of *NEC.txt*
2. A second file will be created for Supplier(s) containing 1099-MISC that do not report NEC, 1099-G, and 1099-INT. This second file will have a suffix of *process instance#.txt*

These options are used to produce the appropriate file for the appropriate reporting date.

All: Select this option to produce two electronic 1099-MISC files:

1. One containing 1099-MISC reporting NEC and
2. Another containing 1099-MISC that does not report NEC, all 1099-INT, all 1099-G, and corrections, if applicable.

If you are ready to report all of your Suppliers'1099's on or before January 31, choose this option. This will produce:

1. One file for all your Suppliers that have 1099-MISC reporting NEC that is required by the IRS deadline of January 31 and
2. Another file for all your Suppliers that have 1099-MISC that does not report NEC, 1099-INT, 1099-G, and corrections, if applicable.

Exclude Non Employee Compensation: Select this option to produce one electronic file containing all 1099-MISC that does not report NEC, 1099-INT, 1099-G, and corrections, if applicable. This option is not available if the *Has the 1099-MISC containing Box 7 Non Employee Compensation file been sent and accepted by the IRS?* check box is selected. This option is used to run preliminary files for your review only.

Include Non Employee Compensation: This option is used to meet the IRS NEC Reporting deadline for filing 1099-MISC reporting NEC.

If your Suppliers have amounts in any of the other Boxes along with Box 7 for 1099-MISC, a second file will also be created to report non-NEC data to the IRS.

> **Note**
>
> The second file must also be transmitted to the IRS when you submit the NEC.txt file containing all 1099-MISC reporting NEC.

This option is not available if the *Has the 1099-MISC containing Box 7 Non Employee Compensation file been sent and accepted by the IRS?* check box is selected.

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If you cannot process all of your 1099s in order to meet the January 31 IRS reporting requirement for 1099-MISC reporting NEC, you must first run the 1099 Report process with the Include Non Employee Compensation option.

Starting in 2018, two files may be created, one to report 1099-MISC reporting NEC (filename suffix = “NEC.txt”) and one to report 1099-MISC that does not report NEC (filename suffix = “Process instance#.txt”).

Once these files have been sent to the IRS and the Withholding Sent process has been run, you will need to run the 1099 Report process with the “All” option to produce one file for all of your 1099-MISC that do not report NEC, 1099-INT, 1099-G, and corrections, if applicable. Potentially, a second file may be created for 1099-MISC reporting NEC that were not reported by the January 31st deadline (particularly, newly added 1099-MISC reporting NEC that occurred after January 31) as well as corrections to 1099-MISC reporting NEC if updates were made to those Suppliers that were reported by January 31.

When you run the 1099 Report process, the process creates the files for the IRS and stores it in the directory specified on the Process Scheduler. You can send the files to the IRS using the Filing Information Returns Electronically (FIRE) system.

Effective tax year 2026, The Information Returns Intake System (IRIS) is the electronic filing platform to send files to the IRS. For submitting data to IRIS, you can use any of the following methods:

- *CSV Format*: Users can generate a CSV file that can be manually uploaded to the IRIS portal.
- *XML Format*: Users can generate and transmit the XML file data to the IRIS REST API electronically through secure A2A (Application to Application) integration.

> **Note**
>
> PeopleTools 8.60 or later is required to support A2A, or else you must use the Portal/CSV method or evaluate third-party options. PeopleSoft support for A2A filing in XML format and JWK (JSON Web Key) generation is available in the patch releases (versions 8.60.23+POC, 8.61.18, and 8.62.07).

Access the IRIS Receipt Status page (Supplier, 1099/Global Withholding, Review, IRIS Receipt Status) to view the IRIS receipt status information.

The 1099 Report process automatically produces an electronic files and moves data to a reporting table to produce Copy B reports.

> **Note**
>
> The naming convention for the IRS tax file is IRSTAX_<FILE_EXTENSION>_<WTHD_CNTL_ID>_<PROCESS_INSTANCE>_<NEC>.TXT (for example, IRS_001_CORP_1234_NEC.TXT) for all platforms except for MVS. Due to the 8-character name limit for the MVS platform, the system truncates the file name after 8 characters (for example, IRS_001_.TXT).
>
> You can view the IRS tax file from the Report Manager.

Withholding Type Process Option

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> **Note**
>
> Withholding Type Process Option section is available only for fiscal year 2020 and later.

Field or Control	Description
All	Select to produce all original/corrections for all forms supported – 1099-MISC, 1099-NEC, 1099-G, and 1099-INT applicable suppliers.
1099-MISC, 1099-INT and 1099-G	Select to produce all original/corrections for 1099-MISC, 1099-INT, and 1099-G applicable suppliers.
1099-NEC	Select to produce all original/corrections for 1099-NEC applicable suppliers.

1099 Copy B Report Sort & Print

You must complete these parameters to run the 1099 Job or the 1099 Copy B Sort process. You do not have to complete these parameters if you are running the 1099 Report Post process or the 1099 Report process individually.

Field or Control	Description
Withhold Type	Select the type of 1099 report you want to generate from: *1099G* for 1099-G (government payments) report. *1099I* for 1099-I (interest income) report. *1099M* for 1099-MISC (miscellaneous) report. *1099N* for 1099-NEC (non-employee compensation) report. *All* for all supported 1099 reports.
Mask TIN	Select this check box to mask social security numbers on the Copy B report
Use Pressure Seal	Select this check box to print 1099-MISC, 1099-INT, 1099-G, and 1099-NEC forms in the pressure seal format. The check box is available only when the Fiscal Year is 2024 or later.
Supplier Select Option	Select from these options: *Select All:* The report runs for all suppliers in the control SetID defined in the **1099 Report Post** group box *Specify:* The report runs for all suppliers you specify in the **Supplier Payees** grid at the bottom of the page.
AP 1099 sort order	Select to sort the report by *Name, TIN,* or *Supplier ID.*

The following is meant to illustrate the 1099 process for fiscal year 2019 and prior. Starting in fiscal year 2020, form 1099-NEC will be used to report non-employee compensation.

Supplier's:

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- Supplier A – Box 7 only
- Supplier B – Box 3 and 7
- Supplier C – Box 1 only

Include Option

- NEC file created containing Supplier's A and B (Box 7)
- Non-NEC file created containing Supplier B (Box 3)

Exclude Option

Non-NEC file created containing Supplier C (Box 1)

All Option

- NEC file created containing Suppliers A and B (Box 7)
- Non-NEC file created containing Supplier B (Box 3) and Supplier C (Box 1)
- Copy B for A/B/C – Supplier A, Box 7 populated; Supplier B, Box 3 and 7 populated; Supplier C, Box 1 populated.

> **Note**
>
> Once the files have been created using the Include option and transmitted to the IRS and the Withholding Sent Process has been run, only the **All** option will be available for selection.

In the above illustration, the output would be as follows:

- One file created for Supplier A, Supplier B and Supplier C if there are any corrections. All corrections will be in the file with the suffix of process-instance#.txt.
- Copy B for A/B/C – Supplier A, Box 7 populated; Supplier B, Box 3 and 7 populated; Supplier C, Box 1 populated.

1099 to Send Report Page

Use the 1099 to Send Report page (TO_SEND_RPT) to define run parameters for the 1099 Withholding to Send Detail Report (APY8056).

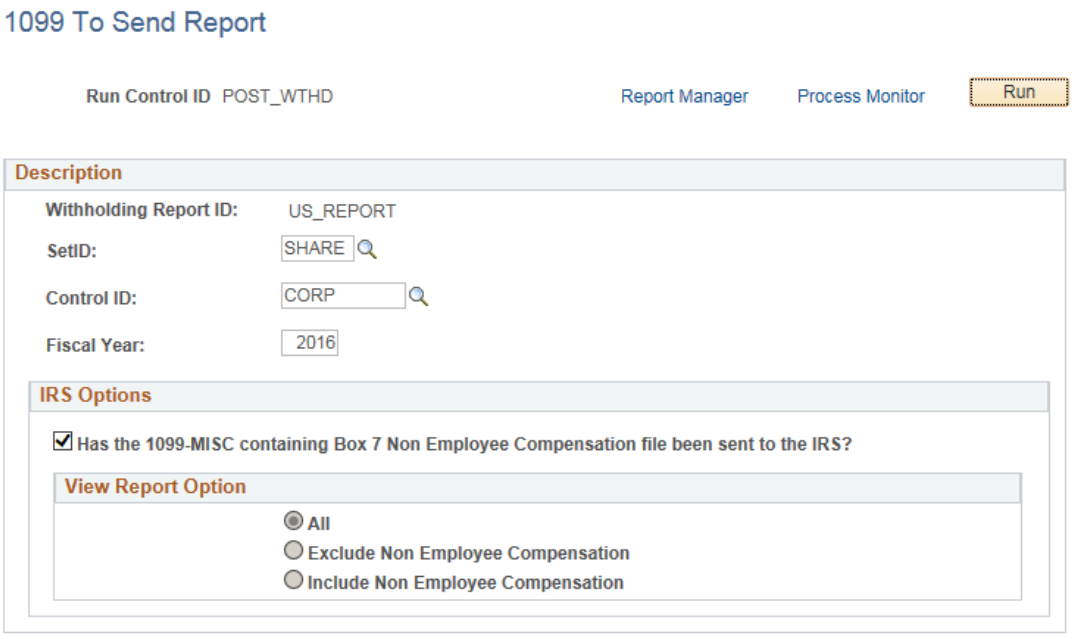
Use the report to review a summary of the data stored in the withholding detail table (WTHD_TO_SND_DTL). The report lists all the information created by the 1099 reporting process and is a replica of the data in the file you are sending to the IRS. You must complete the 1099 Report process, with the exception of sending the file, for the report to accurately summarize your data.

Navigation:

Suppliers, and then **1099/Global Withholding**, and then **1099 Reports**, and then **1099 to Send Detail**, and then **1099 to Send Report**

This example illustrates the fields and controls on the 1099 to Send Report page. You can find definitions for the fields and controls later on this page.

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> **Note**
>
> This report will be blank if you do not run the 1099 Report process first. Also, be aware that the balances on this report may not balance against the information provided in the Supplier Withholding Balances Control Report (APY3012), since the report includes suppliers that have been updated from withholding applicable to non-withholding applicable.

Field or Control	Description
Fiscal Year	Enter the applicable fiscal year.

The IRS Options and the View Report Option must be the same selections that were used on the 1099 Report process.

> **Note**
>
> Starting in fiscal year 2020, the IRS Options section is no longer required due to support for form 1099-NEC. If reporting for fiscal year 2020 and later, the IRS Options section will be hidden. If reporting for fiscal year 2019 and earlier, the IRS Options section will be available.

Withhold Sent Page

Use the Withhold Sent page (WTHD_SENT) to request a run of the Withholding Sent File Application Engine process (WTHD_SENT).

This process finalizes the 1099 reporting and file creation process. It records all the data in the file you have sent. Do not run this process until you send your file to the IRS. You can only run

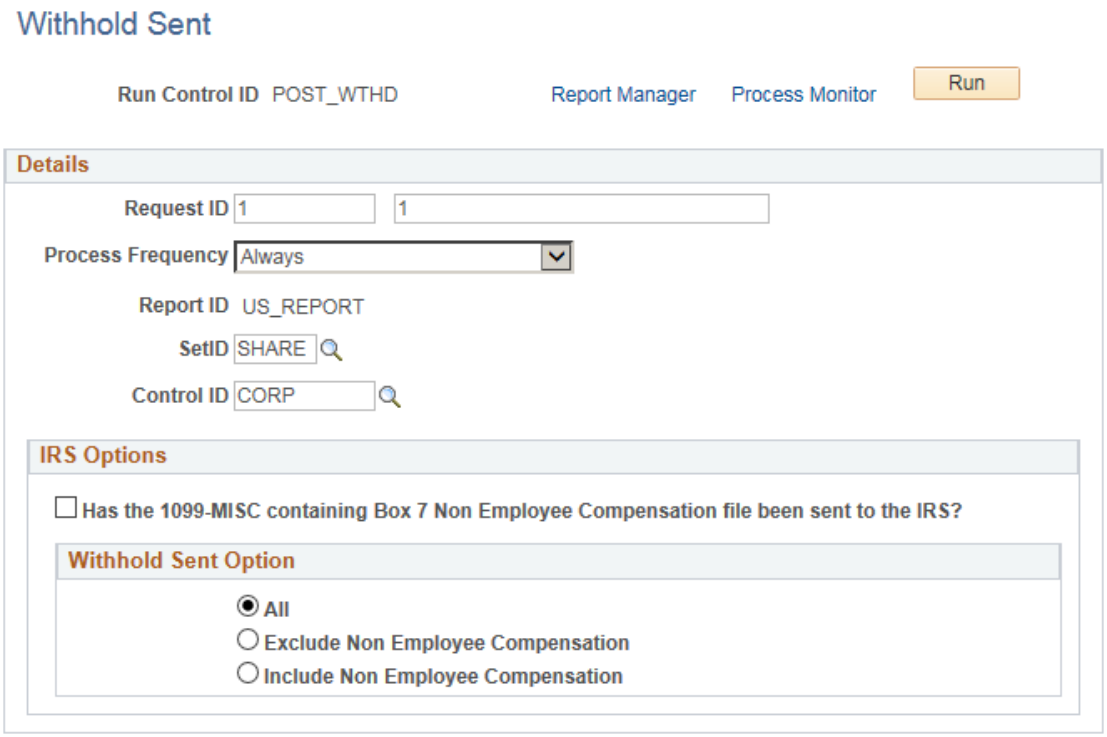
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it once for each time you run the withholding report. The system uses this information when creating correction or replacement files.

Navigation:

Suppliers, and then **1099/Global Withholding**, and then **1099 Reports**, and then **Withholding Sent File**, and then **Withhold Sent**

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



> **Note**
>
> You do not need to run this process if you are sending a test file to the IRS. The test file is a viable IRS file, but the information generated for the test does not need to be stored in the online system.

For fiscal year 2025 and later, you can select the file format. The available options are: *CSV File*, *XML File* and *Text File*.

The IRS Options and the Withhold Sent Option selected must be the same options that were used on the 1099 Report process.

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> **Note**
>
> Starting in fiscal year 2020, the IRS Options section is no longer required due to support for form 1099-NEC. If reporting for fiscal year 2020 and later, the IRS Options section will be hidden. If reporting for fiscal year 2019 and earlier, the IRS Options section will be available.

It is critical that the options used for the 1099 Report and the Withhold Sent are the same in order to properly identify what Suppliers will generate Corrections in the future.

> **Note**
>
> If you do not use the same options that were used on the 1099 Report process, you may experience unexpected results.

Processing Correction Files

If you determine that you reported incorrect data for a supplier or a group of suppliers, you need to create a correction file. To correct the transaction data within the PeopleSoft Payables system, do one of the following:

- Adjust the individual voucher lines for the supplier using the Withholding Invoice Line Update page and running the Withholding Update process.
- Enter an adjustment on the Withhold Adjustments page.
- Enter a new voucher.

To complete the correction process:

1. Run the 1099 Job.

   The system generates the 1099 report showing only the corrections and the appropriate 1099 Copy B forms.
2. Run the 1099 Withholding to Send Detail Report.
3. Run the Withholding Sent File process.

Processing Replacement Files

Once you send a file to the IRS and run the Withholding Sent File process, you are finished with the 1099 reporting process unless the IRS rejects the file because of formatting errors. In that case, the IRS may tell you what is invalid in the file either through contact information you provide or on their internet page, where the file is stored. Make the necessary changes and resubmit the file.

To do this, access the 1099 Report Post / Report / Copy B page, complete the parameters in the **1099 Report Post** and the **1099 Report** group boxes. In the **1099 Report** group box, select *Replace* in the Type of File/Return field, and enter the replacement character provided to you by the IRS in the Replacement Character field.

Run the 1099 Report Post and the 1099 Report processes. The system generates a new replacement file that you can send to the IRS. You must run the Withholding Sent File process after creating the replacement file.

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> **Note**
>
> You can create a replacement file only if one and only one original file was sent to the IRS.

Processing U.K. Withholding

To set up U.K. withholding, use the Withholding Codes component (WTHD_CODE).

This section provides an overview of the U.K. Construction Industry Scheme (CIS).

Pages Used to Process U.K. Withholding

Page Name	Definition Name	Usage
Withholding Entity Page	WTHD_ENTITY	Define the withholding entities (tax authorities).
Entity Fields - Supplier Page	WTHD_ENTITY_FIELDS	Indicate which information the tax authority (entity) requires for your suppliers.
Procurement Control - Withholding Page	BU_WTHD_JUR	Specify General Ledger business unit withholding setup.
Withhold Code Page	WTHD_CODE	Define withholding codes.
Withhold Rule Page	WTHD_RULE	Establish rules that determine the actions to be taken during withholding.
Withhold Type Page	WTHD_TYPE	Define withholding types and associate them with withholding classes.
Withholding Supplier Information Page	VNDR_GBL_OPT_SEC	Define withholding control information and reporting information for the supplier location.
Entering Address Information for CIS Suppliers	VNDR_ADDRESS	Enter an alternate name to be used on withholding transactions.
Report Control Information - Payor Data Page	WTHD_CONTROL	Enter payor data as defined by your tax authorities.
Calendar Builder Page	CALENDAR_BUILDER	Create and maintain tax calendars.
Withhold Report Post Page	WTHD_RPT_POST	Define parameters for running the Withholding Reporting Application Engine process (AP_WTHDRPT) to populate the withholding report table with data from the withholding transaction table based on your report setup.
Print CIS Payment Statement Page	GBR_CIS_RPT_RUN	Print CIS payment statement. See Withhold Report Post Page

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Understanding the U.K. CIS

This section describes how to implement the CIS using the Global Withholding features in PeopleSoft Payables.

In the U.K., payments to suppliers for construction operations fall within the scope of the CIS. This scheme states that suppliers (referred to in the scheme as subcontractors) who operate in the construction industry can be paid only if they are holders of either a Registration Card or a Subcontractors Tax Certificate. Registration Card holders have amounts deducted from their payments for labor based on their tax and National Insurance Contribution (NIC) liability. Certificate holders can be paid gross, but details of all the payments must be retained for reporting to the Inland Revenue.

With the legislative changes effective 04/2007, Contractors and sub-contractors will no longer use CIS Vouchers. Contractors must send a monthly return to HM Revenue & Customs including details of payments made within the scheme to all sub-contractors, details of any deductions they have made from payments to sub-contractors, a declaration confirming that employment status has been considered, and a declaration that the verification process has been applied correctly.

> **Note**
>
> Detailed Inland Revenue specifications are available at this web address: http://www.hmrc.gov.uk/new-cis

CIS Sample Data

The withholding setup for the U.K. should be configured as the sample data shown in this table:

Type	Value
Withhold Entity	*HMRC*
Withholding Rule	*CIS0*
Withholding Rule	*CISS*
Withholding Rule	*CISI*
Withholding Type	*CIS07*
Withholding Class	*CISI*
Withholding Class	*CISIM*
Withholding Class	*CISS*
Withholding Class	*CISSM*
Withholding Jurisdiction	*UKWTA*
Withholding Code	*CISS*
Withholding Code	*CISSSM*
Withholding Code	*CISI*
Withholding Code	*CISIM*
Withholding Code	*CIS0*

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> **Note**
>
> Jurisdiction is not needed for CIS processing, but it is a required object in the data structure. A dummy jurisdiction of UKWTA is delivered with the sample data.

Registration Cards

Registration cards, of which there are two types, are issued to those that do not qualify for a subcontractor tax certificate. For holders of these cards, a deduction must be made on payments at the prevailing rate that is specified by the government. The two types of registration cards are:

Term	Definition
CIS4(P) - Permanent Card	This bears the National Insurance number of the card holder. It has no expiration date.
CIS4(T) - Temporary Card	This does not bear the National Insurance number and has an expiration date.

In PeopleSoft Payables, no distinction is made between the two types of registration cards. This is because withholding is triggered by the withholding code and its associated rule, not by attributes that are assigned to the supplier. Oracle recommends that registration card holders use the delivered sample withholding codes (or their equivalents).

Withholding Entity Page

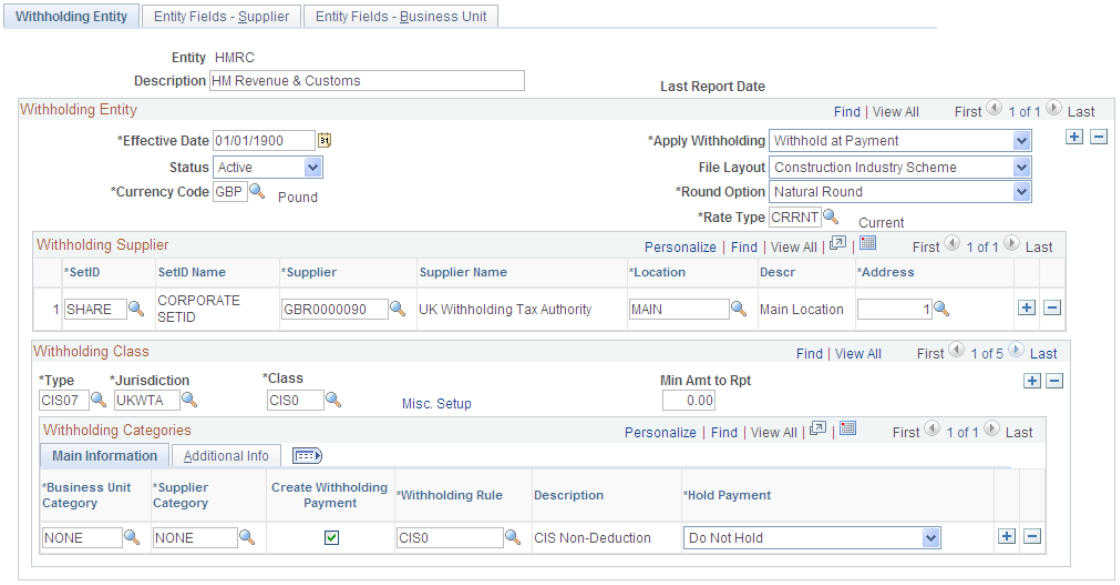
Use the Withholding Entity page (WTHD_ENTITY) to define the withholding entities (tax authorities).

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Withholding Entities**, and then **Withholding Entity**

This example illustrates the fields and controls on the Withholding Entity page.

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The system creates scheduled payments for amounts that are deducted from payments to sub-contractors defined under the withholding entity. These payments must be made to the HM Revenue & Customs within 14 days after the end of the tax month. You must create a supplier that represents the Accounts Office of the HM Revenue & Customs to which these deducted amounts can be remitted. To ensure that scheduled payments are made to the HM Revenue & Customs supplier, you enter the supplier details on the Withholding Entity page.

To ensure that deductions from payments made to CIS Sub-contractors are kept as a separate payment that can be made at the end of the month to the HM Revenue & Customs, select the **Create Withholding Payment** check box for the CIS4 withholding class. Then, in the **Round Option** field, select *Natural* as the rounding option (you must not leave this field blank). Set the **Hold Payment** field to *Wthd Only* (withhold only) or *No Hold.*

Important. You must define at least one entity named HMRC as there is processing tied to the entity.

Related Topics

- Generating Payments to HMRC
  There are several ways in which you can set up the system to generate the payment to the HMRC. The method you select depends on the volume of CIS transactions and the way in which you run your pay cycle.
- Withholding Entity Page
  Use the Withholding Entity page (WTHD_ENTITY) to define your withholding entities (tax authorities).

Entity Fields - Supplier Page

Use the Entity Fields - Supplier page (WTHD_ENTITY_FIELDS) to indicate which information the tax authority (entity) requires for your suppliers.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Withholding Entities**, and then **Entity Fields - Supplier**

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Mark the **Registration Insurance Number, Business Type, Verification Complete, Verification Date, Verification Number,** and **Taxpayer Identification Number** fields as optional.

Related Topics

- Entity Fields - Supplier Page
  Use the Entity Fields - Supplier page (WTHD_ENTITY_FIELDS) to indicate which information the tax authority (entity) requires for your suppliers.

Procurement Control - Withholding Page

Use the Procurement Control - Withholding page (BU_WTHD_JUR) to specify General Ledger business unit withholding setup.

Navigation:

Set Up Financials/Supply Chain, and then **Business Unit Related**, and then **Procurement**, and then **Procurement Control**, and then **Withholding**

To ensure that the supplier withholding defaults are passed to the voucher, select the **Collection Agent Flag** option for the withholding entities that apply to your business unit.

Related Topics

- Procurement Control - Withholding Page
  Use the Procurement Control - Withholding page (BU_WTHD_JUR) to specify general ledger business unit withholding setup options.

Withhold Code Page

Use the Withhold Code page (WTHD_CODE) to define withholding codes.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Withholding Codes**, and then **Withhold Code**

There are several different classes you can use for CIS withholding:

Field or Control	Description
CIS0	Sub-Contractor non-deduction.
CISI	Incentive deduction
CISIM	Sub-contractor materials
CISS	Standard deduction
CISSM	Sub-contractor materials

Related Topics

- Withhold Code Page
  Use the Withhold Code page (WTHD_CODE) to create withholding codes.

Withhold Rule Page

Use the Withhold Rule page (WTHD_RULE) to establish rules that determine the actions to be taken during withholding.

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Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Rules**, and then **Withhold Rule**

There are several different rules you can use for CIS withholding:

Field or Control	Description
CIS0	No Deduction
CISS	Verified supplier with a standard deduction of 20 percent.
CISI	Unverified or Incentive deduction of 30 percent.

Related Topics

- Withhold Rule Page
  Use the Withhold Rule page (WTHD_RULE) to establish rules that determine the actions to be taken during withholding.

Withhold Type Page

Use the Withhold Type page (WTHD_TYPE) to define withholding types and associate them with withholding classes.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Types and Classes**, and then **Withhold Type**

PeopleSoft delivers the CIS07 withholding type that is associated with the CIS0, CISI, CISS, CISSM, and CISIM withholding classes.

Withholding Supplier Information Page

Use the Withholding Supplier Information page (VNDR_GBL_OPT_SEC) to define withholding control information and reporting information for the supplier location.

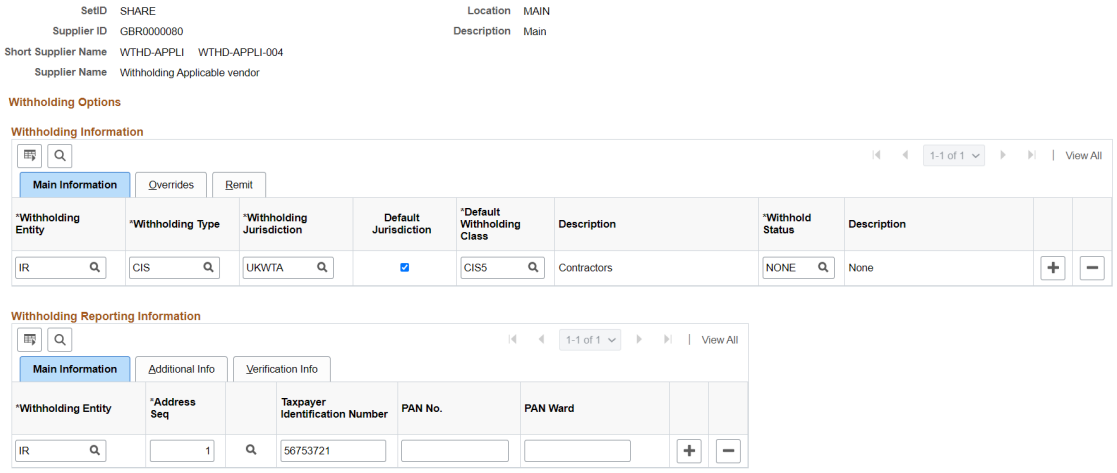
Navigation:

Suppliers, and then **Supplier Information**, and then **Add/Update**, and then **Supplier**, and then **Location**

Click the **Global Withholding** link on the Supplier Location page.

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

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Withholding Information

The following fields in this grid have specific requirements for certificate withholding:

Field or Control	Description
Withholding Entity	Select the entity to which the withholding amounts are reported.
Withholding Type	Select the type of withholding. For each withholding type, there may be classes and categories associated with the type.
Withholding Jurisdiction	Select the withholding jurisdiction for this type of withholding.
Default Jurisdiction	Select to ensure that the withholding defaults are copied to the invoice.
Default Withholding Class	Select a withholding class that will be used as a default for this supplier location.
Withhold	Select when setting up certificate information or registration card information for the supplier.
Hold Pay Indicator	Accept the default from the control hierarchy, or select Specify to override the default and activate the Hold Payment field.
Hold Payment	Select from these options: • *Hold All*: Hold both the payment and the withholding amount for this supplier. • *No Hold*: Do not hold payments for this supplier. • *Wthd Only* (withhold only): Hold only the withholding amount.
Withhold Rule Indicator	Accept the default from the control hierarchy, or select *Specify* to override the default and activate the Rule field.
Withholding Rule	Select a withholding rule. The withholding rule describes the actions to be taken during withholding.

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Field or Control	Description
Remit Withhold to Flag	Select withholding *Entity* or *Supplier* to indicate to whom you remit withholding payments for this supplier location.
Remit Supplier	For a remit to of *Supplier,* select the supplier to whom you want to remit withholding information.

Withholding Reporting Information

Field or Control	Description
Withholding Entity	Select the entity to which the withholding information is reported. The withholding entity is the body to which withholding is reported. You can define more than one entity for a supplier location.
Address Seq (address sequence)	Select the supplier's address from the addresses defined on the Supplier Information - Address page. The entity needs the supplier's address.
Business Type	Select Corporation or Individual.
Registration/Insurance Number	Enter the registration number if this is a corporation or the insurance number if this is an individual.
Verified	Select this check box if the number provided has been verified.
Verification number	Enter the verification number provided by the HMRC
Verification Date	The system automatically populates this field with the current date when the Verified check box is selected.
Match TIN	Select this check box if you have used the IRS online matching process. If the check box is selected, then the TIN Match Code is set to 0 and the TIN Match status set to Matched.
TIN Match Status	Displays the TIN match status. The various options displayed are New, Pending, Matched, or Error.
TIN Match Code	Displays the match code returned by the IRS (U.S. Internal Revenue Service). • 0: TIN and Name match • 1: TIN missing or entered incorrectly • 2: TIN entered is not currently issued • 3: TIN and Name do not match • 4: Invalid TIN matching request • 5: Duplicate TIN matching request • 6: TIN Match found only on SSN (Social Security Number) • 7: TIN Match found only on EIN (Employer Identification Number) • 8: TIN Match found on both the SSN and EIN

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Field or Control	Description
Match Date	Match date is the date the user enters when the file is uploaded. If the TIN was manually matched, the user can enter the match date from the Interactive TIN matching process. The Match date can be entered only if the Match TIN check box is selected.
IRS Tracking Code	The IRS assigns a tracking code to every file the user downloads. If the user enters the tracking code when the file is loaded into PeopleSoft, the supplier/location can be tracked enabling the user to tie the TIN to a bulk file.
Manually Matched	The check box will be selected as default if the matching was done through the online matching process.

Entering Address Information for CIS Suppliers

Use the Supplier Information - Address page (VNDR_ADDRESS) to enter an alternate name to be used on withholding transactions.

Navigation:

Suppliers, and then **Supplier Information**, and then **Add/Update**, and then **Supplier**, and then **Address**

Make sure that you include the county. The program that extracts withholding data requires that the county field to be filled in.

Complete the **Withholding Alternate name** field with the name that appears on the withholding document.

Setting Up Contractor Details for CIS

Use the Report Control Information - Payor Data page (WTHD_CONTROL) to enter payor data as defined by your tax authorities.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Report Control Information**, and then **Payor Data**

Before you generate the monthly and annual returns, you must enter your own company's tax information (contractor details) on the Report Control Information - Payor Data page.

Payer Name 1 and **Payer Name 2** are optional fields, but they are used on the EDI file that is submitted to the HM Revenue & Customs. Ideally, you should enter at least **Payer Name 1.** You should enter your Contractor tax reference in the **Tax ID** field. If you are using EDI to submit your returns, enter the EDI ID that is issued to you by the HM Revenue & Customs in the **Transmitter Cntl Cd** field.

It is also important that you enter your business address on the address page. Access this page by clicking the **Envelope** button.

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> **Note**
>
> You must also make sure that you have listed the applicable business units and suppliers (or chose the **All Suppliers** option) on the Report Control Information - Suppliers and Business Units.

Related Topics

- Report Control Information - Payor Data Page
  Use the Report Control Information - Payor Data page (WTHD_CONTROL) to identify payor information.

Calendar Builder Page

Use the Calendar Builder page (CALENDAR_BUILDER) to create and maintain tax calendars.

Navigation:

Set Up Financials/Supply Chain, and then **Common Definitions**, and then **Calendars/ Schedules**, and then **Calendar Builder**

U.K. reporting consists of monthly and annual returns. You are obliged to report all payments that are made to subcontractors within 14 days of the end of the tax month.

In the U.K., the tax year runs from April 6 to April 5 of the following year. Each tax month starts on the sixth day of the month. To ensure that payments that are subject to withholding processing are reported in the correct tax month, create a monthly calendar for the U.K. tax year.

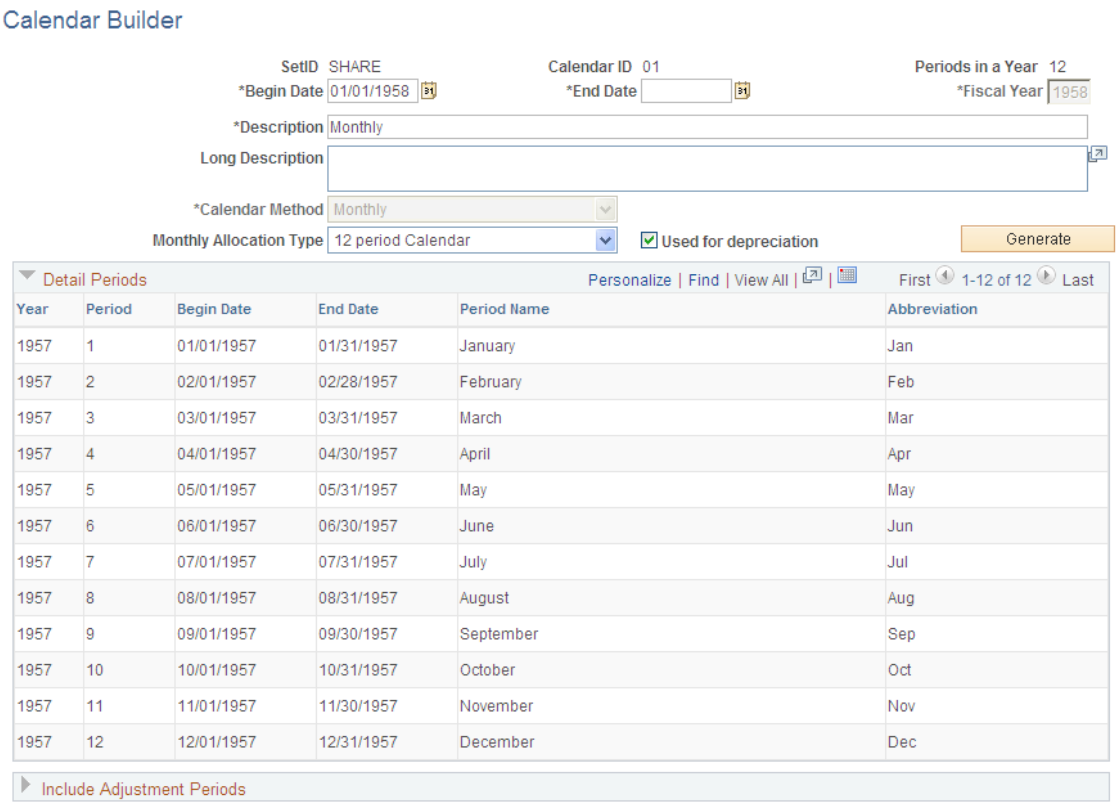
To produce the annual return, create an annual calendar.

Monthly Calendar

This is an example of a monthly calendar:

This example illustrates the fields and controls on the Calendar Builder page (monthly calendar).

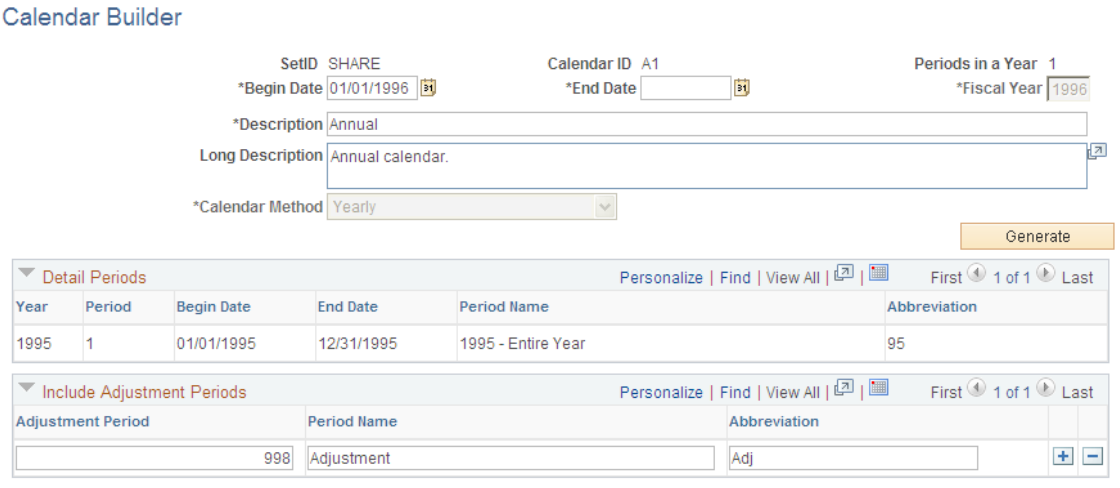
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Annual Calendar

This is an example of an annual calendar:

This example illustrates the fields and controls on the Calendar Builder page (annual calendar).



Related Topics

- Application Fundamentals: Setting Up Calendar Builder

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Generating Reports for CIS

You generate two kinds of reports for CIS: monthly and annual.

Generating Monthly Reports

PeopleSoft provides a flat file conforming to the CIS scheme GFF(generic flat file format) data mapping standards as defined in the EB5/CIS300 message implementation guidelines published by the HMRC.

The U.K. CIS File SQR report (APY8032), which you run from the Withhold Report request page, produces both the flat file and the report output. The PeopleSoft system produces two files:

Field or Control	Description
Construction Gross Payment Vouchers	This file contains details of payments that are made to contractors. The file that is produced is called APY8032.23E (or APCIS23E.DAT on IBM OS390 servers).
Tax Payment Vouchers	This file contains details of payments that are made to sub-contractors. The file produced is called APY8032.25E (or APCIS25E.DAT on IBM OS390 servers). In addition to producing the flat file, you must also print a copy of the Tax Payment Voucher (form CIS25E). This single-part document is sent to the subcontractor to provide a record of the amounts that have been deducted from the subcontractor's payments during the tax month.

To create the files, you must first post the withholding details into the transaction table using the Withholding Posting Application Engine process (AP_WTHD), from the Withhold Transaction Post page. You then need to extract the data from the transaction table into the reporting tables, using the Withhold Report Post page to run the Withholding Reporting Application Engine process (AP_WTHDRPT). On the Withhold Report Post page, you enter your report ID and control ID for CIS reports (the delivered Report ID for monthly reports is *CIS_NEW,* UK Construction Industry Scheme; the delivered Control ID is *GBR-REPORT,* UK Withholding Report). For the monthly returns, you must select the U.K. monthly tax calendar.

After you extract the data to the report files, you create the output files and the CIS25E report by running the withholding reports using the Withhold Report page.

You must send the files that are produced into the EDI translation software of your choice. This software converts the flat file into EDI messages. A list of third-party EDI translation and submission software providers is available from the HMRC.

Generating Annual Reports

All payments that are made to subcontractors during the tax year must be reported to the HMRC. This can be done using preprinted, multi-part stationery or through EDI. PeopleSoft provides for the EDI solution. The system generates a flat file that conforms to the file that is specified in the HM Revenue & Customs Message Implementation Guide. A single file is produced:

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End of Year Payments. The file that is produced is called APY8032.36E (or APCIS36E.DAT on IBM OS390 servers).

To create the files, all the withholding details for the year must have been posted to the transaction table using the Withhold Transaction Post page.

Then, extract the data from the transaction table into the reporting tables using the Withhold Report Post page. For the annual returns, select the U.K. annual tax calendar.

After you extract the data to the report table, you create the output file by running the Withholding Reports.

You must send the files that are produced to the EDI translation software of your choice. This software converts the flat file to EDI messages. A list of third-party EDI translation and submission software providers is available from the HM Revenue & Customs.

Related Topics

- Posting Withholding Transactions
  You must post the withholding transactions using the Withholding Posting Application Engine process (AP_WTHD) before you can create withholding reports. Posting withholding combines the voucher and payment information in withholding transaction tables. The system uses these tables to generate the withholding reports.
- Generating Withholding Reports
  To set up your withholding reports, use the following components:

Generating Payments to HMRC

There are several ways in which you can set up the system to generate the payment to the HMRC. The method you select depends on the volume of CIS transactions and the way in which you run your pay cycle.

Method 1 - Placing HMRC Payments on Hold

With this method, you set up the system to place the HMRC scheduled payments on hold automatically. Within 14 days after the end of the tax month, you take the scheduled payments off hold. Set up a pay cycle that includes scheduled payment dates within the tax period range (for example, from the sixth of the previous month to the fifth of the current month). Then a single payment to the HMRC can be generated for all withheld amounts.

To place the withheld scheduled payments on hold:

1. Set the Hold option to *Wthd Only* (withhold only) on the Withholding Entity page for withholdingClasses CIS0, CISS, CISSM, CISI, and CISIM.
2. Set the Withholding Date option to *Payment* on the Payment Selection Criteria - Dates page.

   This sets the scheduled due date on the payment so that it is equal to the payment date, making it easier to select only the withheld payments that were made during the tax month.

A variation of this method is to place the HM Revenue & Customs supplier on hold. With this approach, you leave the supplier on hold until just before running a pay cycle that selects HM Revenue & Customs scheduled payments. You take the supplier off hold before running the pay cycle and place the supplier back on hold immediately after the pay cycle completes. To do this, you select the Hold Payments check box on the Additional Payables Options collapsible region on the Supplier Information - Payables Options page.

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Method 2 - Using Pay Groups

If the volume of withheld payment is too great to permit resetting the Hold option manually, then you can use Pay Groups. You define one set of pay groups for regular payments and another pay group exclusively for payments that are made to the HM Revenue & Customs. Then you assign the HM Revenue & Customs pay group to your HM Revenue & Customs supplier. When scheduled payments are created for the withheld amount, the system assigns the HM Revenue & Customs pay group to it. When payment to the HM Revenue & Customs is due, you either temporarily include the HM Revenue & Customs pay group in the Payment Selection Criteria component (PYCYCL_DEFN) or create a new pay cycle ID. To prevent the HM Revenue & Customs payments from being selected during the tax month, use different pay groups for all other voucher payments.

Method 3- Using Withholding Class Payment Terms

When defining your withholding entities, you can indicate for every combination of withholding class and withholding categories the payment terms you want to apply to the withheld payment. For example, knowing that you need to pay within 14 days after the end of the tax month, which ends on the 5th of the calendar month, you would create a payment term (Single Payment) that contains two split terms. The first term would say that for any payment falling between the 1st and the 5th of the calendar month, the payment ID would be *Same month, on the 15th.* The second term would indicate that between the 6th and the end of the calendar month, the scheduled date should be *Next month, on the 15th.* That way, all withheld amounts that need to be paid to the HM Revenue & Customs will be scheduled to be paid on the 15th, allowing you to run your pay cycle before the due date of the 19th of the calendar month.

Related Topics

- Withholding Entity Page
  Use the Withholding Entity page (WTHD_ENTITY) to define your withholding entities (tax authorities).
- Entity Fields - Supplier Page
  Use the Entity Fields - Supplier page (WTHD_ENTITY_FIELDS) to indicate which information the tax authority (entity) requires for your suppliers.
- Payment Selection Criteria - Dates Page
  Use the Payment Selection Criteria - Dates page (PYCYCL_DEFN_DT) to define pay cycle dates.

Processing Japanese Withholding

This section provides an overview of Japanese withholding, lists prerequisites, and discusses how to generate the Withholding Summary Sheet.

Page Used to Process Japanese Withholding

Page Name	Definition Name	Usage
Withholding Report by Class Page	WTP2_RUN_WTP2_001	Generate the summary sheet for the withholding report by class.

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Understanding Japanese Withholding Processing

To meet one of the Japanese income tax reporting requirements, PeopleSoft Payables provides a supporting summary sheet report (WTP2_001) corresponding to the year-end Japan Withholding Report (APX8025), which is printed per supplier. The summary sheet has both detailed and summarized information for the applicable withholding transactions that are processed (paid) in the PeopleSoft Payables module.

Information includes payment and withholding amount summarized by:

- Set of withholding classes defined for each reporting line.
- Supplier category.
- Supplier.

Each summary has a subtotal line indicating the number of payments made, total payment amount, and total withholding amount. The lines for categories, defined classes, and report totals also display the number of payees.

Prerequisites

Because this report is a summary sheet attached to the Japan Withholding Report, every step that must be completed for the Japan Withholding Report also is a prerequisite for the summary sheet. All transaction information used in the summary sheet is based on the detailed information used in the Japan Withholding Report. You can select a portion of the report's information and then output a partial summary sheet, but you cannot include any additional transactions that are not in the report.

To produce the Japan Withholding Report and its summary sheet:

1. Set up your withholding environment.

   Note that the withholding report definitions you make on the Report Definition 1 page are a prerequisite for generating the withholding summary sheet.
2. Register withholding (create voucher).
3. Create payments.
4. Post payments.
5. Post withholdings.
6. Run the Withholding Reporting process.
7. Produce the Japan Withholding Report (not required).
8. Create the summary sheet.

You must run the Withholding Reporting process before you can produce the Japan Withholding Report. Because the summary sheet is calculated based on the information shown on the Japan Withholding Report, the Withholding Reporting process is also required to create the summary sheet. Consequently, the summary sheet cannot include any transaction that is not processed for the Japan Withholding Report, but it is possible to produce the report for a subset of this information.

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> **Important**
>
> When there are more than two lines in one voucher and withholding tax is applied to both lines using the *gross amount* (that is, when the **Withholding Basis Amt Override** field is blank), the summary sheet double-counts the gross amount in the **Payment Amount** field. If you want to automatically calculate withholding tax based on the line amount, make sure you have the correct amount in the **Withholding Basis Amt Override** field on the voucher.

Related Topics

- Withhold Report Post Page
  Use the Withhold Report Post page (WTHD_RPT_POST) to run the Withholding Reporting Application Engine process (AP_WTHDRPT) to populate the withholding report table with data from the withholding transaction table based on your report setup.
- Withholding Report Info Page
  Use the Withholding Report Info page (WTHD_RPT_PNL) to review the information you generated during the Withholding Reporting Application Engine process (AP_WTHDRPT).

Withholding Report by Class Page

Use the Withholding Report by Class page (WTP2_RUN_WTP2_001) to generate the summary sheet for the withholding report by class.

Navigation:

Suppliers, and then **1099/Global Withholding**, and then **Global Withholding Reports**, and then **Withholding Report by Class**, and then **Withholding Report by Class**

Field or Control	Description
Withholding Report ID	Select the Withholding Report ID created in the Report Definition component.
Withholding Entity	Select the entity whose transactions are included in the report output.
From Payment Date	Select the date for which the report should begin the output of data. **Note:** This is the date a payment was made to a supplier for whom an amount was withheld, not the date a payment was made to the withholding entity.
To Payment Date	Select the date for which the report should end the output of data.

> **Note**
>
> If you are generating this summary sheet with the withholding report (per supplier), the date range must be from the first day of the accounting period you specified on the Withhold Report page to the last day of the same accounting period.

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All payment and withholding amounts are converted into the currency defined in the withholding entity, using the exchange rate type defined during the Withholding Posting process.

> **Important**
>
> The currency used in this report is that of the currently effective, single currency code defined for the withholding entity. If there were more than two currencies used to post withholding transactions for the same withholding entity during the selected period of the report, amounts of all transactions that were posted in a currency different from the currently effective currency of the withholding entity do not appear on this report.

Processing ATO Withholding

This section provides an overview of ATO withholding and lists common elements.

Pages Used to Process ATO Withholding

Page Name	Definition Name	Usage
Create PAYG Report Information Page	WTHD_POST_BY_DATE	Post withholding data to the Withholding Report table.
Withholding by Supplier Page	WTHD_RPT_RUN2	Run the PAYG Voluntary Agreement, PAYG Labour Hire, and PAYG No ABN Quoted reports.
Withholding Summary Page	WTHD_RPT_RUN3	Run the PAYG Payment Summary Statement and PAYG No ABN Quoted Summary Statement reports.
Withholding Report Log Page	WTHD_RPT_LOG_LC	Adjust or enter payment summary data manually.

Related Topics

- Understanding the Withholding Process
  This section discusses:

Understanding ATO Withholding

This section discusses:

- PAYG overview.
- ATO withholding setup.
- How information is displayed on ATO forms.
- Posting withholding report data.
- Running the PAYG Supplier reports.
- Printing the reports.
- Printing the PAYG payment summary reports.

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- Adjusting or entering payment summary data manually.

PAYG Overview

To meet PAYG (Pay As You Go) legislative requirements for Australia withholding, the PeopleSoft system provides several withholding report formats and the functionality to handle PAYG withholding as defined by the ATO.

Specifically, the PeopleSoft system supports these reports using impact printers:

- Payment Summary - Voluntary Agreement (PAYG Voluntary Agreement - APY8041).
- Payment Summary - Labour Hire and Other Specified Payments (PAYG Labour Hire - APY8042).
- Payment Summary - Withholding where ABN not Quoted (PAYG No ABN Quoted - APY8043).
- PAYG Payment Summary Statement (PAYG Payment Summary Statement - APY8044).
- PAYG Withholding where ABN not quoted - Annual Report (PAYG No ABN Quoted Summary Statement - APY8045).

ATO Withholding Setup

This table provides the steps you should follow to set up ATO withholding:

Step	Purpose	Navigation
Oracle recommends that you set up these withholding rules: • VOLAG Voluntary Agreement. • LABHR Labor Hire and Other Specified Payments. • NOABN Withholding where ABN not Quoted.	Tells the system what rules to use and what actions to take during withholding. **Note:** You can only set up withholding percentages on the Withhold Rule page.	**Set Up Financials/Supply Chain**, and then **Product Related**, and then **Procurement Options**, and then **Withholding Rules**, and then **Withhold Rule** See Withhold Rule Page.
Use the Withhold Type page to specify the classes that belong to the PAYG withholding type.	Defines withholding at the highest level in PeopleSoft Payables. For each withholding type, you can define classes, such as Voluntary Agreement, Labor, and No ABN (Australian Business Number).	**Set Up Financials/Supply Chain**, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Types and Classes**, and then **Withhold Type** See Withhold Type Page.

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Step	Purpose	Navigation
Set up the ATO as a supplier.	Tells the system to whom to send the withholdings. **Note:** You must define the supplier information for the withholding entity before you can complete the Withholding Entity page. Entities are treated the same as suppliers, just like every other payee in your system. If you pay the ATO supplier via EFT, provide your EFT code in the **Payment Instruction Ref 1** field in the Electronic File Options section on the Payables Options page.	**Suppliers**, and then **Supplier Information**, and then **Add/Update**, and then **Add/Update Supplier**
Define the ATO withholding entity (tax authority).	Tells the system which withholding type/class combinations are associated with the withholding rule.	**Set Up Financials/Supply Chain**, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Withholding Entities**, and then **Withholding Entity** See Withholding Entity Page.
On the Entity Fields - Supplier page, select the **Optional** check box for the **Tax District Reference** field.	Provides the delivered SQRs with the setup it needs for the **Tax District Reference** field and the ATO withholding entity. **Note:** Due to the way the **Taxpayer Identification Number** field is used, you should always leave it blank in the supplier withholding data. All other check boxes for fields should be deselected.	**Set Up Financials/Supply Chain**, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Withholding Entities**, and then **Entity Fields - Supplier** See Entity Fields - Supplier Page.
Associate the following withholding codes with the PAYG withholding code: • VOLAG. • LABHR. • NOABN.	Tells the system which withholding codes you want it to process at the same time.	**Set Up Financials/Supply Chain**, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Withholding Codes**, and then **Withhold Code** See Withhold Code Page.

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Step	Purpose	Navigation
On the Report Definition 1 page, do the following: • Create a report line row for each class you defined under the PAYG withholding type. • Select the type/jurisdiction/class combination in the Report Line Definition group box.	Tells the system the selection criteria for withholding reports. Also tells the system the layout of the withholding reports based on the tax authority's reporting and filing requirements. **Note:** Due to the need for additional parameters, the PAYG reports do not use the usual mechanism to launch withholding reports. Therefore, there is no need to set up report associations on the Report Definition 2 page.	**Set Up Financials/Supply Chain**, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Report Definition**, and then **Report Definition 1** See Setting Up PeopleSoft Payables Withholding Reports.
Set up the ATO withholding entity and ChartFields on the Withholding and Withholding ChartFields pages in the Procurement Control component.	Tells the system which withholding entities and types are associated with the business unit. Also tells the system which ChartFields should be used when creating the liability entry.	**Set Up Financials/Supply Chain**, and then **Business Unit Related**, and then **Procurement**, and then **Procurement Control**, and then **Withholding** See Procurement Control - Withholding Page.

How Information is Displayed on ATO Forms

This table shows how information entered in PeopleSoft Financials is displayed on all three ATO forms:

Labels on ATO Form	Fields on Pages	Page and Navigation
Your ABN	Tax ID	Report Control Information - Payor Data page Select **Set Up Financials Supply Chain**, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Report Control Information**, and then **Payor Data.**
Branch Number	Transmitter Cntl Cd	Report Control Information - Payor Data page
Payer's Name (line 1 and line 2)	Transmitter Name 1 and Transmitter Name 2	Report Control Information - Payor Data page
Payee's Address (line 1 and line 2) Suburb/Town, Country, State, Postcode	Address 1 and 2, City, Country, State, Postal	Address page Select **Suppliers**, and then **Supplier Information**, and then **Add/Update**, and then **Supplier**, and then **Address.**

This table shows how information entered in PeopleSoft Financials is displayed for Voluntary Agreement suppliers:

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Label on ATO Form	Field on Page	Page and Navigation
Payee ABN	VAT Registration ID	VAT Registration Details Select **Suppliers**, and then **Supplier Information**, and then **Add/Update**, and then **Supplier**, and then **Identifying Information.** Click the Registration link on the Identifying Information page to access the VAT Registration Details page.

This table shows how information entered in PeopleSoft Financials is displayed for Labor Hire suppliers:

Label on ATO Form	Field on PeopleSoft Page	Page and Navigation
Payee Tax File Number	Tax District Reference **Note:** Make sure you leave the Taxpayer Identification Number blank.	Withholding Supplier Information Select **Suppliers**, and then **Supplier Information**, and then **Add/Update**, and then **Supplier**, and then **Location.** Click the Global/1099 Withholding link on the Supplier Information - Location page and select the **Additional Information** tab in the **Withholding Information** group box.

This table shows how information entered in PeopleSoft Financials is displayed for No ABN suppliers:

Labels on ATO Form	Fields on PeopleSoft Page	Page and Navigation
Payee Trading Name (line 1 and 2)	Name 1 and Name 2	Address Select **Suppliers**, and then **Supplier Information**, and then **Add/Update**, and then **Supplier**, and then **Address.** Expand the Payment/ Withholding Alt Names section to access the **Withholding Alternate name** group box.
Payee Phone Contact	Prefix and Telephone	Address Select **Suppliers**, and then **Supplier Information**, and then **Add/Update**, and then **Supplier**, and then **Address.** Expand the Payment/ Withholding Alt Names section to access the **Phone Information** group box.

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Posting Withholding Report Data

The reports require aggregated data to be present in the Withholding Report table. Data is aggregated into the Withholding Report table through the Withholding Reporting process, which you can run from the Withhold Report Post page or from the Create PAYG Report Information page.

Whether you launch the Withholding Reporting process from the Withhold Report Post page or from the Create PAYG Report Information page depends on what dates you need to use to summarize withholding.

If your dates fall on the start and end of a period in a calendar, which would be the case when aggregating for year-end reporting, use the Withhold Report Post page. The from and through dates, which are hidden, are based on the start and end dates of the specified calendar period.

If you need to aggregate payments between arbitrary dates, which can be the case if you get a request for a payment summary from one of your suppliers during the fiscal year, then you can use the Create PAYG Report Information page to specify arbitrary from and through dates.

Remember that the ATO wants summary reports to exclude payments that have already been reported on previous summaries; therefore, you have to enter appropriate dates. Except for the handling of from and through dates, both methods give the same results as they pass the same parameters to the same process.

Running the PAYG Supplier Reports

PAYG reports for all three classes of PAYG suppliers are run by selecting **Supplier**, and then **Withholdings**, and then **PAYG Withholding by Supplier.**

At the minimum you need to specify the **Report ID,** the **Supplier SetID** and the **Supplier ID** on this page.

If the information you have provided uniquely identifies the data you want processed in the Withholding Report table, the system defaults the rest of the fields automatically. This would typically happen with suppliers for whom you have only set up one location and which you are only paying from one business unit.

In this case, it saves you from having to enter the **Supplier Location, Business Unit** and **Location.**

If the **Draft Flag** check box is deselected, the report is set to print directly into the boxes on the standard ATO form. If you select the **Draft Flag,** the report prints explanatory labels above each field, so that you can read the results more easily on plain paper. The system displays the from and through dates to remind you what dates the payments were summarized on.

> **Note**
>
> The PAYG No ABN Quoted report, APY8043.SQR, actually prints one page per payment, rather than one report that sums up the amounts paid during the specified time. That means that you may print several pages or forms from APY8043.SQR if you have made several payments to the specified supplier during that time.

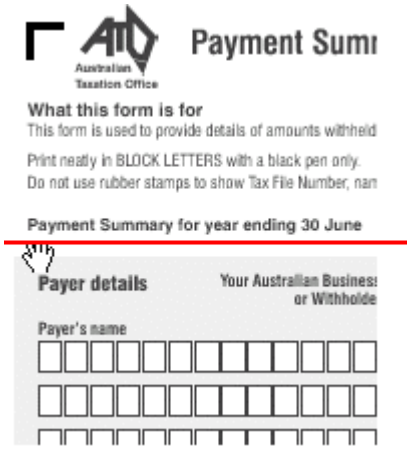
Printing the Reports

Direct printing on ATO forms requires an impact printer as the forms use carbon copies. There are no feeding sprockets to guide the paper, so you will need to position the paper precisely,

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which depends on the printer model. On test printers, the printer was lined up 1/8 inch above the yellow shaded boxes and immediately below the Payment Summary for year ending 30 June (see the red line in the following illustration):

This example illustrates the fields and controls on the ATO Payment Summary Form.



To minimize compatibility issues with older printers, the reports print a pure ASCII file, rather than the usual PCL commands found in our regular SQRs. Some of the test printers had problems printing the report date because it was so close to the end of the forms that the printer thought that it was out of paper.

To avoid requesting a page feed when printing on an ATO form, a hardcoded switch is added in APY804.SQC to allow you to skip printing of the report date.

Set this variable to *0* if you have problems with printing the report date. In this case, you will have to fill in the report date by hand.

Let #print_report_date = 0

Let #print_report_date = 1

This switch has no effect when in Draft mode because printing starts at the top of the page.

Printing the PAYG Payment Summary Reports

Under the PAYG Withholding System, payers are required to submit the PAYG Payment Summary Statement form by August 14 to the ATO each year together with the ATO originals of all payment summaries listed on the form. The PAYG No ABN Quoted Summary Statement is submitted separately from this form as per the ATO guidelines.

The PAYG Payment Summary Statement form is a reconciliation report. It comprises the total number of payment summaries issued during the financial year, which must equate to the total amount of gross and tax withheld reported on the form.

After generating all Payment Summaries for Voluntary Agreement and Labor Hire through the APY8041 and APY8042 processes respectively, the system writes the payment information required for the PAYG Payment Summary Statement to the Withholding Report Log. This is irrespective of whether the **Issued** check box on the Withholding by Supplier page is selected or deselected. Selecting the **Issued** check box flags the payment to be included in the PAYG Payment Summary Statement process. Deselecting the **Issued** check box represents a duplicate print to be excluded from the above process.

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The Withholding Report Log page displays the relevant information for each of the respective types of payment summaries issued during the financial year. Payments summaries which you have issued to your Payees, and which should be included in the Payment Summary Statement, must have the **Issued** check box selected. For all payment summary printouts that are duplicated, deselect the **Issued** check box to exclude them from the Payment Summary Statement.

After you choose all the withholding report history on the Withholding Report Log page by selecting or deselecting the **Issued** check boxes, you can execute the PAYG Payment Summary Statement process from the Withholding Summary page. For form printing using impact printers, deselect the **Draft Flag** check box. For draft print mode, select the **Draft Flag** check box. To freeze the fiscal year so that no one can modify the data once you have reported it to the ATO, select the **Close Fiscal Year** check box.

Adjusting or Entering Payment Summary Data Manually

If you issued payment summaries by filling in the Voluntary Agreement and Labour Hire forms manually, you can enter that information directly in the Withholding Report Log page. This allows you to meet your reporting requirements for the PAYG Payment Summary Statement.

To add a supplier or payee, click the **Add a new row** button. Enter the information for the supplier in the Supplier Information group box. You can also enter any required payment summary data manually in the Withholding Information group box.

If you enter data manually, do the following:

- Make sure that the **Issued** check box and amounts agree with the payment summaries you have issued to your suppliers.
- Make sure the withholding type is correct for the supplier type. It should be either VOLAG, LABHR, or NOABN in capital letters. The system expects all suppliers to be of the same withholding type. The APY8044 process only selects the VOLAG and LABHR withholding types.
- The entry in the **Fiscal Year** field determines whether it appears on the PAYG Payment Summary Statement for a given year. It is your responsibility to ensure that the fiscal year matches the from and through dates that you indicate and also the contents of your payment summaries. The system does not validate according to the Australian fiscal year calendar.

Alternatively, instead of filling in this page manually, you could run the APY8041, APY8042, or APY8043 (for No ABN Payment Summaries) reports for the same suppliers and reporting periods as you had previously filled in manually on the forms.

The system allows manual adjustments where necessary, as mentioned previously. The Payment Summary reporting processes would then update the historical data automatically and you could update the page as required.

PAYG Payment Summary Statement Form:

The horizontal alignment recommended for impact printers is 2 $^{1/16}$ inches from the top of the form. As a result, it will print the fiscal year at the top of the boxes. The data should fit into its respective boxes. Initially, you may need to make several adjustments before getting all the data to print in the correct boxes.

When you finalize the payment reports for the financial year and ensure that all payment summaries have been reconciled to the payment statement, it is recommended that you close the financial year by selecting the **Close Fiscal Year** check box and then running the APY8044 process. This process locks the data for that fiscal year and prevents payment transactions from being reported for the fiscal year for which you have already provided summary reports to the ATO.

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Furthermore, the payment information for closed periods will not be available on the Withholding Report Log page. You can view all historical payments against closed fiscal years through the withholding inquiries **(Supplier**, and then **1099/Global Withholding**, and then **Review)** however, you cannot make further modifications to historical data.

Common Elements Used in ATO Withholding

Field or Control	Description
Business Unit	Select the business unit for which you want the reports to be created.
Draft Flag	Select this check box to print onto a sheet of regular A4 paper. In this case, the report also prints labels for the data. Deselect this check box if you want the reports to print directly into the boxes of the ATO forms. Direct printing on ATO forms requires an impact printer as the forms use carbon copies.
Location	Select the location of the withholding entity for which you want the reports to be created.
Report Date	Select the date on which you created your reporting information.
Report ID	Select the Report ID of the report for which you want to generate data.
Request ID	Specify a request ID and a description. The system uses these IDs to track each posting request; however, the Request ID can be used repeatedly. The Process Scheduler Request ID is the unique number.
Supplier SetID	Select a supplier SetID for the suppliers for which you want to run the reports.
Supplier Location	Select the supplier location for which you want the reports to be created.
Supplier ID	Select the ID of the supplier for which you want the reports to be created.
Withholding Entity	Select the withholding entity or taxing authority for which you want the reports to be created.

Create PAYG Report Information Page

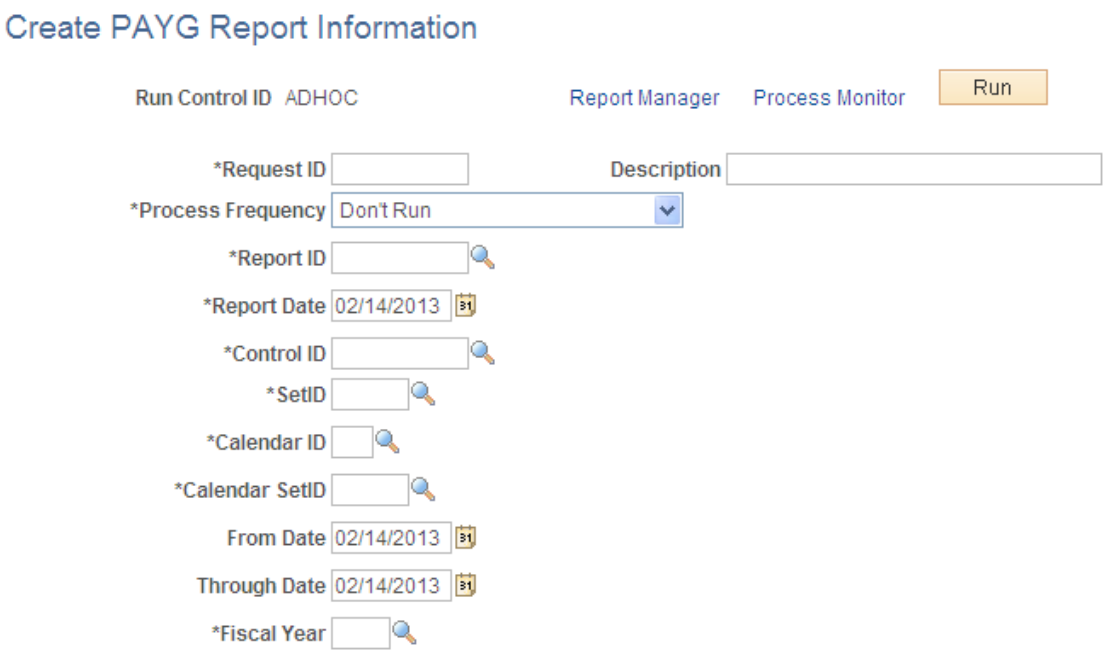
Use the Create PAYG Report Information page (WTHD_POST_BY_DATE) to post withholding data to the Withholding Report table.

Navigation:

Suppliers, and then **1099/Global Withholding**, and then **Global Withholding Reports**, and then **Create PAYG Report Information**

This example illustrates the fields and controls on the Create PAYG Report Information page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Control ID	Select a business unit in the first field then select the control ID. These fields determine which business units and suppliers to include.
Calendar ID	Select the SetID of the calendar you want to use in the first field. In the second field, select the ID of the calendar you want to use.
From Date	Select the first date from which you want to generate data.
Through Date	Select the last date from which you want to generate data.
Fiscal Year	Select the fiscal year for which you want to generate data.

Withholding by Supplier Page

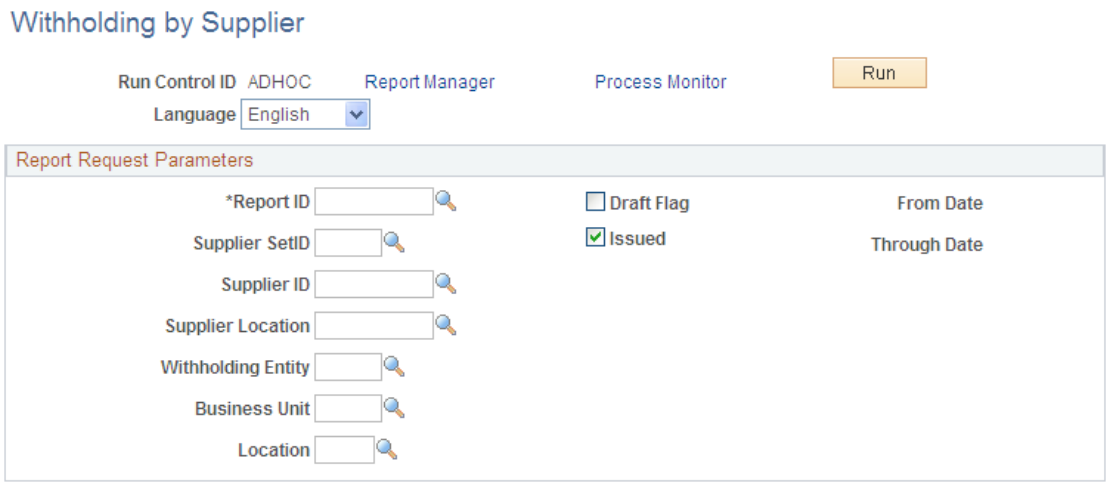
Use the Withholding by Supplier page (WTHD_RPT_RUN2) to run the PAYG Voluntary Agreement, PAYG Labour Hire, and PAYG No ABN Quoted reports.

Navigation:

Suppliers, and then **1099/Global Withholding**, and then **Global Withholding Reports**, and then **PAYG Withholding by Supplier**, and then **Withholding by Supplier**

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

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Field or Control	Description
Issued	Select this check box to flag the payment to be included in the Payment Summary Statement process. Deselecting the **Issued** check box represents a duplicate print to be excluded from the process.

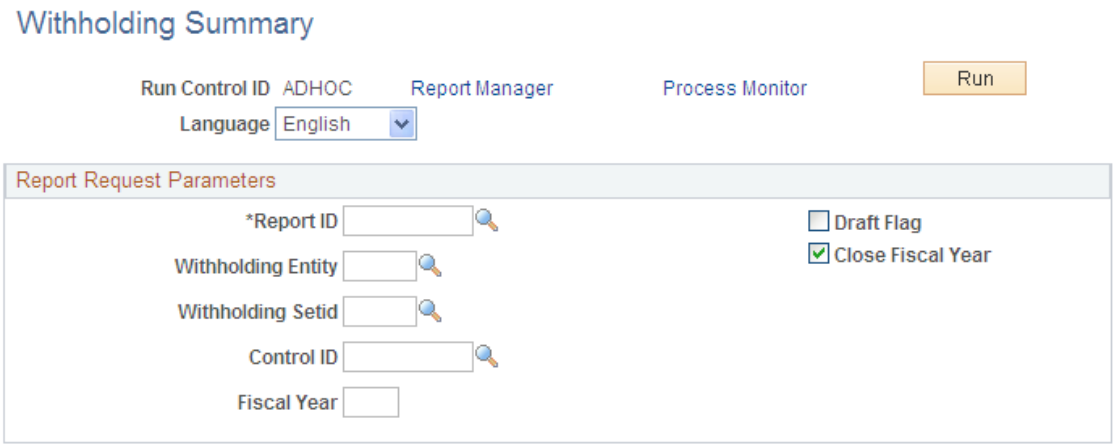
Withholding Summary Page

Use the Withholding Summary page (WTHD_RPT_RUN3) to run the PAYG Payment Summary Statement and PAYG No ABN Quoted Summary Statement reports.

Navigation:

Suppliers, and then **1099/Global Withholding**, and then **Global Withholding Reports**, and then **PAYG Withholding Summary**, and then **Withholding Summary**

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



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Field or Control	Description
Withholding SetID	Select the SetID associated with the withholding entity for which you want to run the summary reports,
Control ID	Select the control ID. This field determines which business units and suppliers to include.
Fiscal Year	Enter the fiscal year that you want to display on the report.
Close Fiscal Year	Select this check box to freeze the fiscal year so that no one can modify the data once you have reported it to the ATO.

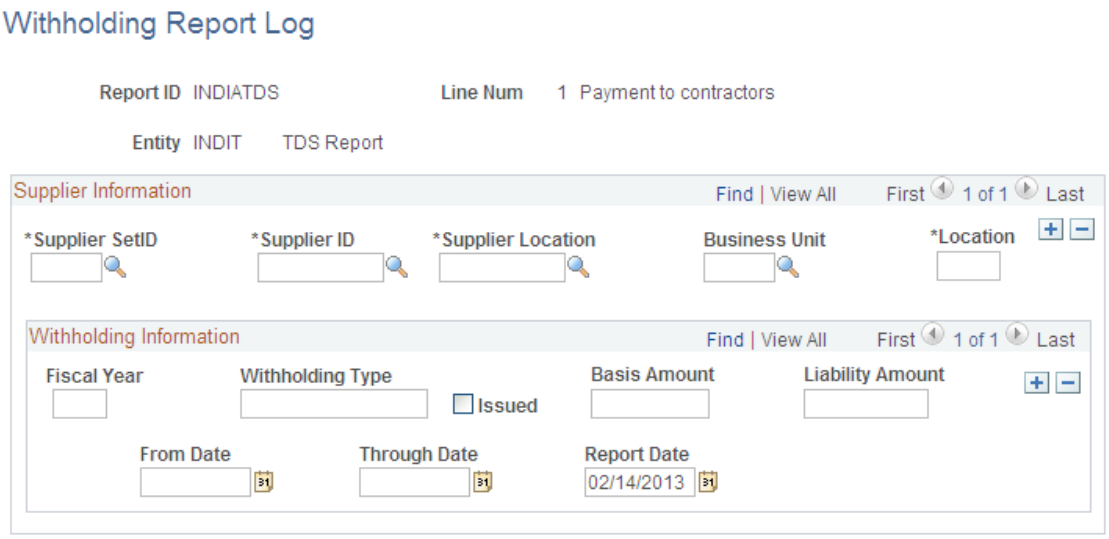
Withholding Report Log Page

Use the Withholding Report Log page (WTHD_RPT_LOG_LC) to adjust or enter payment summary data manually.

Navigation:

Suppliers, and then **1099/Global Withholding**, and then **Global Withholding Reports**, and then **Update PAYG Withholding Report**, and then **Withholding Report Log**

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



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Field or Control	Description
Fiscal Year	Enter the fiscal year for which you are making entries or adjustments. The entry in this field determines whether it appears on the PAYG Payment Summary Statement for a given year. It is your responsibility to ensure that the fiscal year matches the from and through dates that you indicate and also the contents of your Payment Summaries. The system does not validate according to the Australian fiscal year calendar.
Withholding Type	Enter the type of withholding for which you are making an entry or an adjustment. Make sure the withholding type is correct for the supplier type. It should be either VOLAG, LABHR, or NOABN in capital letters. The system expects all suppliers to be of the same withholding type. The APY8044 process only selects the VOLAG and LABHR withholding types.
Issued	Select this check box to indicate that you have issued a payment summaries to the supplier.
Basis Amount	Enter the amount upon which the withholding was calculated. Make sure the amounts you enter on this page agree with the payment summaries you issued.
Liability Amount	Enter the amount of the withholding liability.

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(IND) Processing Customs Duty for India in PeopleSoft Payables

Creating Third-Party Vouchers with Customs Duty

This section provides an overview of customs duty processing for India and third-party vouchers and discusses how to:

- Create the voucher.
- Add or modify the customs duty amount.
- View recoverable and nonrecoverable amounts.

Understanding Customs Duty Processing for India

Basic customs duty is calculated based on the assessable value of the item. Because the assessable value plus the calculated duty equal the base amount, the duty along with additional and special duty must be calculated in a specific order. The customs duty is calculated in the following order:

1. The customs authority holds and assesses the goods being imported.

   The duty payable must be paid to the customs authority before the goods are released.
2. The customs authority issues a bill of entry (BOE) assessing the duty payable.
3. Send the BOE to purchasing for processing.
4. Pass the BOE to accounts payable where the third-party voucher is used to enter and pay the customs authority.
5. Copy the purchase order (PO) into the third-party voucher to ensure that the items or distribution are reflected on the third-party voucher.
6. Override the amounts copied into the third-party voucher from the PO and enter new custom duty codes (the amounts as shown on the PO are generally different from what is actually payable to customs authorities) using the Invoice Line Custom Duty Tax Detail page.

   When a new customs duty is added to the voucher line, the amount should roll up to the header. Also, at the time of creation of third-party voucher for payment to custom authorities, receiving is not complete; therefore, the third-party voucher cannot be created on the basis of receipts.
7. Pay the customs authority.
8. After the payment is made, the goods are released and a receiver is entered.

   Associate the receiver to the third-party voucher.
9. Run the Landed Cost Extraction Application Engine process (LC_EXTRACT).

   The Landed Cost Extraction process captures any variances between the PO calculated amount and the amount entered on the third-party voucher and correctly cost the inventory.

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> **Note**
>
> The customs duty assessable value should not be confused with the excise assessable value defined on the Item Tax Applicability page.

See Understanding Tax Deducted at Source Transactions.

Understanding Third-Party Vouchers

You must create vouchers for customs duty by copying from the PO. This ensures that the percentage of recoverable and nonrecoverable custom duty populates to VCHR_LN_EXS_DTL. If the actual amounts differ from those on the BOE, override them on the voucher. After you send payment to the government and create the receiver, reopen the voucher and associate the receiver. Otherwise, the Landed Cost Extraction process does not allocate the customs duty.

> **Note**
>
> Customs duty charges are nonprorated.

To create third-party vouchers for customs duty:

1. Create a third-party voucher by selecting *Third Party Voucher* in the **Voucher Style** field in the Voucher component (VCHR_EXPRESS).
2. Click the **Copy PO** button in the **Copy from a Source Document** group box on the Invoice Information page to copy from the PO to create the third-party voucher.

   This copies the customs duty charges from the PO. The duty amounts appear by default on the Invoice Line Custom Duty Detail page. If you change amounts in the **Tax Amount** field and tab out, the system recalculates the amounts in the custom duty **Recovery Amount** and custom duty **Non Recovery Amount** fields.

   > **Note**
   >
   > Amount fields are not populated from the PO if the transaction currency of the PO is different than the third-party voucher currency.
   >
   > For example, if the PO transaction currency is USD (for import purchase orders supplier is normally outside of India) and the third-party voucher transaction currency is INR (for the Indian customs authority), the PO copy function does not populate required fields. In order to copy required fields from the PO, change the transaction currency of the third-party voucher to be in sync with the transaction currency of the PO (USD). After changing the transaction currency on the voucher header, copy from the PO to create the third-party voucher. Specify the correct payment currency at the time of payment (INR).

3. Issue the payment and send it along with the BOE to the appropriate government agency.
4. When the government receives your payment and releases your goods, create the receiver and manually associate the receiver to the third-party voucher.

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Manually associating the receiver enables the Landed Cost Extraction process to properly allocate the nonmerchandise costs.

> **Note**
>
> The **Associate Receiver(s)** link on the third-party voucher is only available to custom duty vouchers. This link is not available until the PO copy function is performed. You can then associate receivers to the third-party voucher. The **Associate Receiver(s)** link is available if the third-party voucher is not posted or posted.

Related Topics

- Understanding Voucher Processing and the Voucher Life Cycle
  After you have set up all your control information, established your PeopleSoft Payables control hierarchy, and entered approved suppliers in the system, you are ready to enter vouchers into the system.

Invoice Information Page

Use the Invoice Information page (VCHR_EXPRESS1) to enter or view invoice information, including invoice header information, nonmerchandise charges, and voucher line and distribution information.

Navigation:

Accounts Payable, and then **Vouchers**, and then **Add/Update**, and then **Regular Entry**, and then **Invoice Information**

Field or Control	Description
Custom Duty	Displays the custom duty amount for the voucher.

Copy from a Source Document

Field or Control	Description
PO Unit	Select the PO business unit.
Purchase Order	Select the appropriate PO.
Copy PO	Click this button to copy the document to voucher and transfer back to the Invoice Information page.

Invoice Line Custom Duty Tax Detail Page

Use the Invoice Line Custom Duty Tax Detail page (VCHR_LINE_CSD) to review and modify the customs duty charges for the voucher at a more detailed level.

Navigation:

Click the Custom Duty link in the Invoice Lines group box on the Invoice Information page.

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Field or Control	Description
Custom Duty Applicable	This is selected if the supplier is defined as custom duty applicable in the Supplier Location Tax Applicability page.

Custom Duty Details

Field or Control	Description
Tax Type	Displays *C* for customs duty tax type.
Tax Component Code	Displays the customs duty tax elements. The total of these elements would be the amount remitted to the customs authorities. Values are: *BCD* (basic customs duty). *SAD* (special customs duty).
Basis Amount	Displays the assessed value of the item. The BCD is calculated based on the assessed value of the item. The other elements are compounded, meaning that the assessed value plus the duty amount calculation form the basis for the other amounts. Because assessed value plus the calculated duty are the basis amount, ACD and SAD must be calculated in that order, respectively.
Tax Amount	Displays the basis amount multiplied by the tax rate percentage. Enter a tax amount to override the amount displayed. When you tab out of this field, the system recalculates the amounts in the **Recovery Amount** and the **Non Recovery Amount** fields.
Rcvry Percent (recovery percent)	Displays the recoverable tax percentage defined on the Tax Calculation Code page.
Recovery Amount	Displays the amount which can be reclaimed. Tax amount multiplied by the recovery percentage.
Non Recovery Amount	Displays the amount which cannot be reclaimed and is generally included in the total cost of the item. The difference between the tax amount and the recovery amount.

Voucher Custom Duty Summary Page

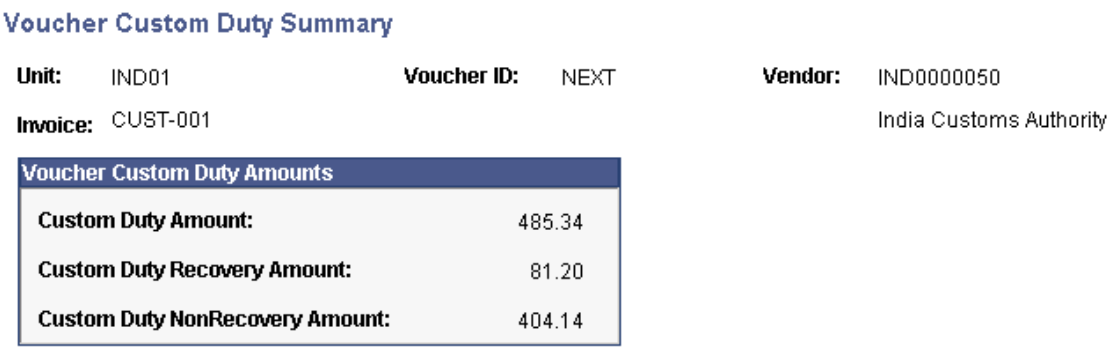
Use the Voucher Custom Duty Summary page (VCHR_CSD_SEC) to display the custom duty amounts.

Navigation:

Click the Custom Duty Summary icon on the Invoice Information page.

This example illustrates the fields and controls on the Voucher Custom Duty Summary page.

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You can view the customs duty recovery and nonrecovery amounts at the voucher level.

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(IND) Processing Goods and Services Tax for India in PeopleSoft Payables

Determining GST

The basic method of determining Goods and Services Tax (GST) and Jurisdiction are the Ship From and Ship To locations. If Ship From and Ship To entries are from different states it is an interstate transaction and if they are from the same state it is an intrastate transaction. In respect of service, a service type will further identify the exact taxing state. Imports are subject to Customs duty and Integrated Goods and Service Tax (IGST). Taxes applicable within India are the Interstate IGST, the Intrastate Central Goods and Service Tax (CGST), and the State Goods and Service Tax (SGST).

To determine GST on a Payables voucher, the parameters for each voucher line are passed to the tax engine and the following information, among others, is returned and stored in respect of each voucher line:

Interstate GST transactions are allowed although a supplier is not registered for GSTIN provided that the item is marked as Reverse Charge Applicable on the PeopleSoft Global Options and Reports: Item Tax Applicability Page.

- Transaction Type
- Tax rate Code
- Ship To Location
- HSN/SAC Code
- Tax Item Type
- Reverse Charge Indicator

Once GST comes into effect all vouchers created and posted in the period prior to GST can only be viewed and cannot be edited. Vouchers created and posted during GST regime cannot be unposted if the voucher has been selected for extraction to the reporting tables.

India GST functionality is designed to support Multiple Set ID requirements for Tax Organization Structure, Tax Structure, and other parameters related to Tax applicability and determination such as Item, Supplier, Location code, and Ship To Location for all the transactions supported by 9.2 Payables.

Special Economic Zone (SEZ) Units Purchasing Goods and Services from outside SEZ

Special Economic Zone business units that procure goods and services from outside the economic zone should set up their systems as follows:

1. A new Supplier Tax Category, for example – SEZ should be created:

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No.	Description	SEZ Unit	Business Cycle	Tax Transaction Type	Trading Partner SEZ status	Trading Partner Tax Category
1	PSFT user	SEZ Unit	Procure to Pay	Domestic	Supplier is Non-SEZ unit	Supplier Tax category = ‘SEZ’
2.	PSFT user	Non-SEZ Unit	Procure to Pay	Domestic	Supplier is SEZ unit	Supplier Tax category = ‘SEZ’

2. Create a new tax determination rule for every state where a business unit procures goods and services from non SEZ areas within the same state.
   - The following Tax Determination Rule is for intrastate supplies of goods and services between SEZ units and Non-SEZ Units within the same state:

Field	Value
Tax Transaction Type	Domestic
Tax Authority	KAINTRA
Trading Partner Tax Category	SEZ
Tax Code	KAIGST

   - The following Tax Determination Rule is for interstate supplies of goods and services between SEZ units and Non-SEZ units between states:

Field	Value
Tax Transaction Type	Domestic
Tax Authority	KAINTER
Trading Partner Tax Category	SEZ
Item Tax Category	Any
Tax Code	KAIGST

Reverse Charge Applicability

In PeopleSoft Accounts Payable there are three scenarios in which Reverse Charge may apply:

1. Imports to India
2. Intrastate purchases where Supplier is not registered for GST
3. Item of goods or services (as may be notified by the GST council) is marked as Reverse Charge Applicable on the Item Tax Applicability page.

Where Reverse charge is applicable on one, more, or all voucher lines, the voucher will be marked as Reverse Charge Applicable and GST on the transaction will be displayed on the Tax Calculation page with the Reverse Charge Indicator check box enabled. A GST Reverse Charges Header link appears on the Invoice Information page and the total reverse charges on the transaction in Monetary and Base currencies are displayed when the voucher is saved.

Where reverse charge is applicable on a voucher the GST is determined as usual. However the voucher gross amount will not include the GST on Reverse Charge. The GST amount on Reverse Charge basis should be copied to a third party voucher using the Copy Voucher

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functionality and paid to the GST authority. The overall amount at the Header level will be rounded off to the nearest rupee value when voucher transaction currency is INR.

When voucher transaction currency is INR the overall amount at the Header level will be rounded off to the nearest rupee, and the same will be adjusted to the tax amount of the voucher's last distribution line.

> **Note**
>
> GST authority should be setup as a separate supplier in Accounts Payable and should be marked as GST applicable. However GSTIN number should NOT be entered.

Advances Paid to Suppliers on Reverse Charge Applicable Transactions

Prepaid vouchers can be used normally for the purpose of making Advance payments on reverse charge applicable transactions. In such cases a GST on Advance link appears on the Invoice Information page once the prepaid voucher is classified as reverse charge applicable, determined based on the Reverse Charges criteria. Clicking the link opens the Tax Calculations page showing all calculations, which occur normally as a regular voucher.

On such advance payments, GST on provisional basis will be determined and accounted to the debit of provisional input credit accounts as set up at the Tax Calculation code levels. The HSN/SAC codes are updated based on the Global setup and users can override the values. HSN/SAC Codes field cannot be blank on Reverse Charge applicable prepaid vouchers.

When reverse charge applicable advances are applied to a regular voucher, it is necessary that all of the following three conditions are met:

1. Regular Voucher is Reverse Charge applicable and
2. *Ship From - Ship To Country* values of the GST advance should match the *Ship From - Ship To Country* values on the regular voucher and
3. *Ship From - Ship To State* values of the GST advance should match the *Ship From - Ship To State* values on the regular voucher.

GST advances are applied to an eligible regular voucher that has Automatic Prepayment enabled, based on the criteria mentioned above. In case of Manual Prepayment, validation checks are performed to restrict the GST Advances from applying to the regular voucher – if the above criteria are not met.

> **Note**
>
> There is no restriction for normal prepaid voucher (having no advances). The application is for all the vouchers based on the Supplier.

Withholding Calculations

The Withholding Calculation engine processes GST scenarios and is enabled to include both manual as well as automatic application of prepayment. This is processed regardless of charges such as Freight, Miscellaneous, India Taxes (GST), Discount, irrespective of whether they are part of the Withholding calculation or not. The AP_WTHDCALC program applies TDS and regular schedule based on the TDS applicability on regular vouchers.

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Example 50-1 Example 1: Withholding Basis Amount is Net and the Prepaid Voucher is applied to a GST applicable Regular Voucher

Voucher type	Voucher Amount	GST Amount	Total Amount payable	Tax Deducted at Source %	TDS Schedule	Supplier Schedule
Prepaid	10000		10000	1	100	9900
Regular	20000	3600	23600	1	200	23400
Prepayment Applied					100	9900
Schedules after Prepayment application					100	13500

Example 50-2 Example 2: Withholding Basis Amount is Net and the Prepaid Voucher is applied to a Regular Voucher that is both GST and Reverse Charge applicable

Voucher type	Voucher Amount	GST Amount	Total Amount payable	Tax Deducted at Source %	TDS Schedule	Supplier Schedule
Prepaid	10000		10000	1	100	9900
Regular	20000	3600	20000	1	200	19800
Prepayment Applied					100	9900
Schedules after Prepayment application					100	9900

Example 50-3 Example 3: Withholding Basis Amount is Net and the Prepaid as well as the Regular vouchers are reverse charge applicable

Voucher type	Voucher Amount	GST Amount	Total Amount payable	Tax Deducted at Source %	TDS Schedule	Supplier Schedule
Prepaid	10000	1800	11800	1	100	9900
Regular	20000	3600	20000	1	200	19800
Prepayment Applied					100	9900
Schedules after Prepayment application					100	9900

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Example 50-4 Example 4: Withholding Basis Amount is Net and the Prepaid amount is greater than the GST applicable regular voucher amount

Voucher type	Voucher Amount	GST Amount	Total Amount payable	Tax Deducted at Source %	TDS Schedule	Supplier Schedule
Prepaid	50000		50000	1	500	49500
Regular	10000	1800	11800	1	100	11700
Prepayment Applied					100	11700
Schedules after Prepayment application					400	37800

Example 50-5 Accounting Entries for Prepaid Reversals

Prepaid Reversal routine calculates the percentage for regular and TDS schedules separately, based on the Payment Gross Amount of the prepaid voucher and the Payment Gross Amount applied to the regular voucher.

Accounting Entries for Prepaid reversals	Debit	Credit
Accounts Payable	9900	
Expense Distribution		10000
Withholding Liability	100	

Note

All TDS changes are validated by the GST switch, which is enabled on the Installation Options page and business units should be registered on the PeopleSoft Global Options and Reports: Business Unit Tax Applicability Page. These criteria are applied on the changes to determine India GST Business Unit. Also, both prepaid and regular business units should be registered under India GST. If GST reverse charge is applicable on a Prepaid or Regular voucher, then the TDS will always be calculated on the Merchandise Amount and will not be calculated on GST.

Processing PeopleSoft Payables with GST

India GST and TDS: Tax Deduction at Source (TDS) is calculated based on the setup at the Withholding Entity level. If GST is enabled at the Withholding Entity setup, then TDS is calculated on GST whether or not reverse charge is applicable on the voucher.

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> **Note**
>
> A voucher created and posted during the GST regime cannot be unposted if the voucher has been selected for extraction to the reporting tables.

Pages Used to Enable and Choose GST Options

Page Name	Definition Name	Usage
Invoice Information Page	VCHR_EXPRESS1	Enter or view invoice information.
GST Annexure Header	VCHR_GST_ANEX_SEC	Enter or override GST header annexure information.
Goods and Service Tax (GST) Details Page	VCHR_LINE_EXS	Enter or override GST and GST line annexure information.
Supplier Information Location — Procurement Options Page	VNDR_PROC_OPT_SEC	Define currency options for the supplier.
Voucher Accounting Entries Page	VCHR_ACTG_ENTRIES	Review the results of the Voucher Posting Application Engine process

To enable GST see Application Fundamentals: Installation Options - Overall Page

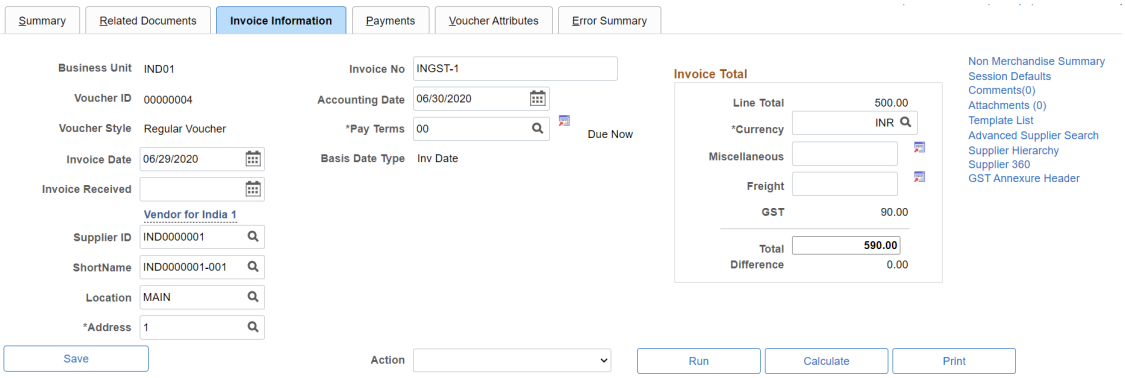
Invoice Information Page

Use the Invoice Information page (VCHR_EXPRESS1) to enter or view invoice information, including invoice header information, non-merchandise charges, and voucher line and distribution information.

Navigation:

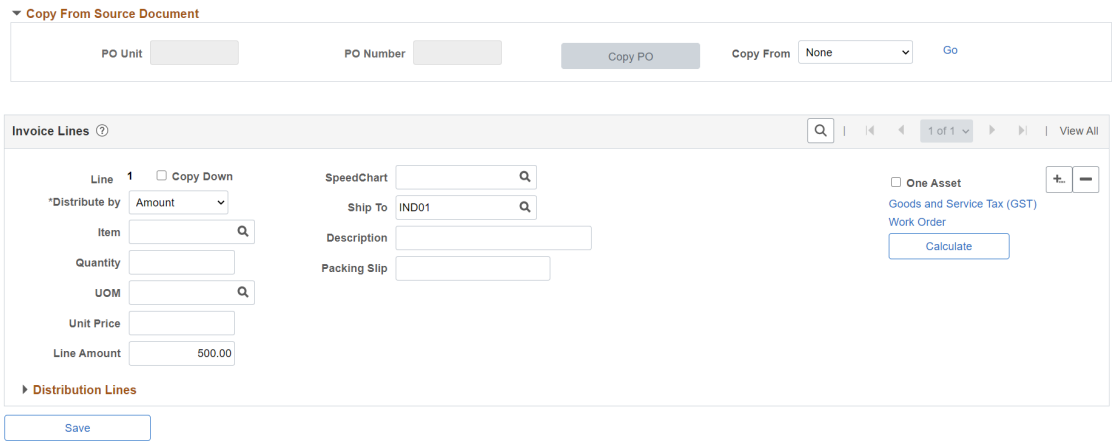
Accounts Payable , and then **Vouchers**, and then **Add/Update** , and then **Regular Entry** , and then **Invoice Information**

This example illustrates the fields and controls on the Invoice Information page for regular voucher style (1 of 2). You can find definitions for the fields and controls later on this page.

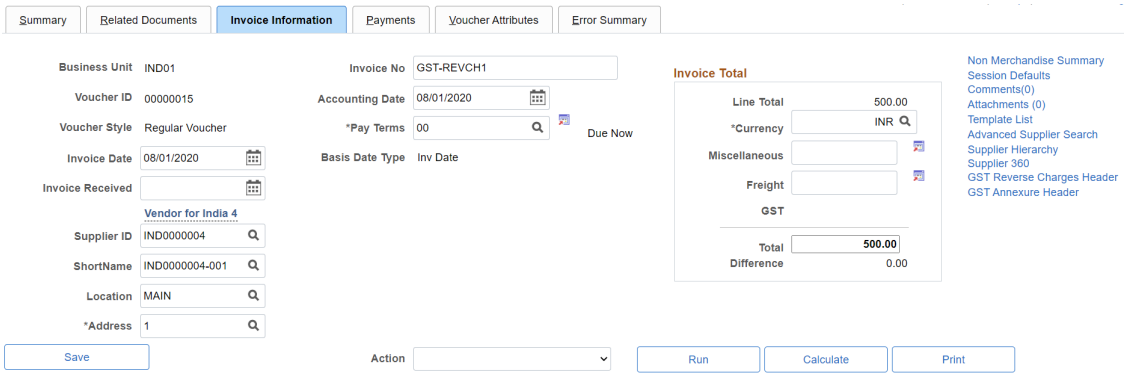


This example illustrates the fields and controls on the Invoice Information page for regular voucher style (2 of 2). You can find definitions for the fields and controls later on this page.

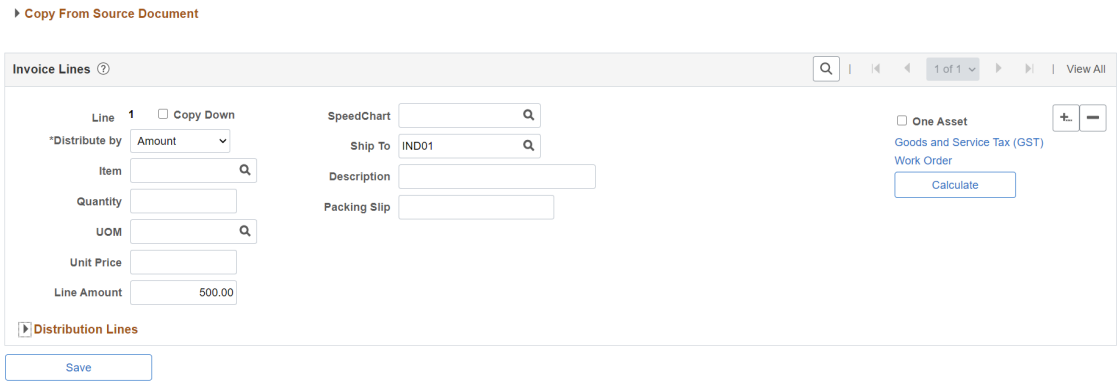
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This example illustrates the fields and controls on the Invoice Information page for regular voucher style with Reverse Charge transaction (1 of 2). You can find definitions for the fields and controls later on this page.

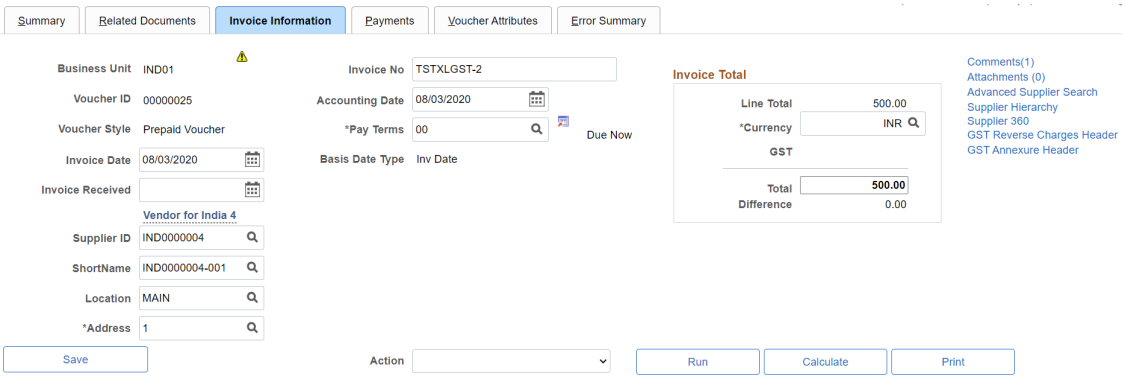


This example illustrates the fields and controls on the invoice Information page for regular voucher style with Reverse Charge transaction (2 of 2). You can find definitions for the fields and controls later on this page.

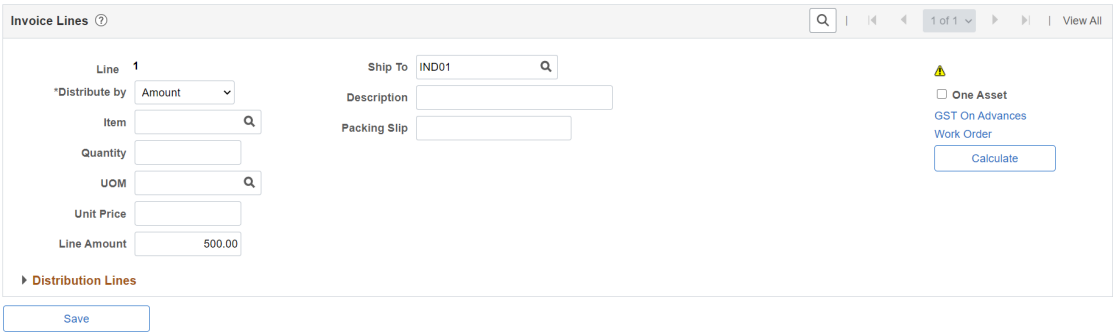


This example illustrates the fields and controls on the Invoice Information page for prepaid voucher style - Reverse Charge transaction (1 of 2). You can find definitions for the fields and controls later on this page.

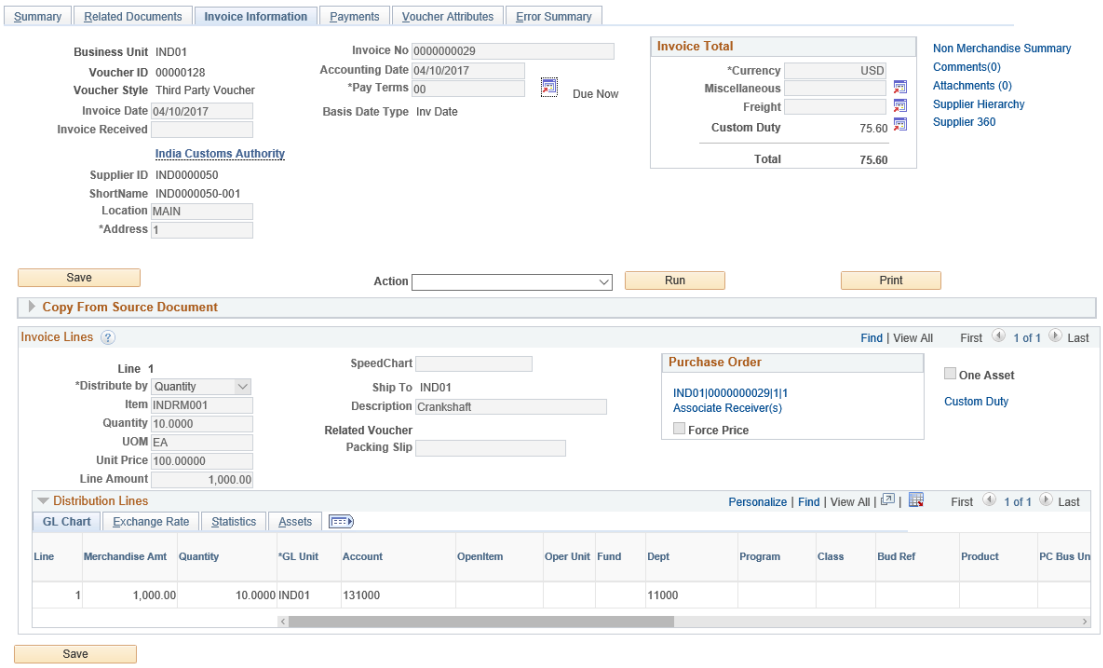
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This example illustrates the fields and controls on the Invoice Information page for prepaid voucher style - Reverse Charge transaction (2 of 2). You can find definitions for the fields and controls later on this page.



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



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The Copy Voucher functionality for third-party voucher is modified to copy the GST reverse charge lines from the related source voucher to settle the payments with the GST Authority.

The system uses the voucher ID and supplier ID to copy the GST reverse charge lines from the related source voucher, which are mandatory. All lines are selected by default and the user is not allowed to remove any lines at this point. When the Copy Selected Lines option is clicked the GST tax parameters are copied from the related voucher. While copying the related voucher back to the third-party voucher, if the copied transaction currency is equal to the transaction currency of the third-party voucher, then the merchandise amount is taken from the related voucher and the user is not allowed to make changes to the merchandise amount. On the other hand, if the copied transaction currency is not equal to the transaction currency of the third-party voucher, the amount is set to zero and the system displays a warning message. In such a case it is mandatory for the user to enter a value by manually calculating the merchandise amount on the basis of the transaction currency. Once the user enters all details and saves the page – and if a related voucher exists – the Global Tax Calculation engine calculates the taxes. If these values include any miscellaneous or freight charges, the system displays an error message indicating that these charges cannot be present when paying to the GST authority.

Users are allowed to process multiple vouchers to settle with a single payment. Also, a user can select and remove reverse charge lines after they are copied from a related voucher into a third-party voucher. In this case the system displays a warning message and the tax calculations are altered accordingly.

Field or Control	Description
GST	Displays GST value. **Note:** The GST value and the Total amount for non-reverse charges are displayed on save. The GST value is not displayed for a reverse charge transaction.
GST Annexure Header	Click to view the GST Annexure Header page.
GST Reverse Charges Header	Click to view the GST Reverse Charges Header page and view the details of the GST reverse charges. **Note:** This link appears only if the voucher involves a reverse charge transaction.
Goods and Services Tax (GST)	Click to view the Goods and Service Tax (GST) Details page and enter the GST information. **Note:** This link appears as Custom Duty in case of a third party voucher paying custom duty. Clicking the link opens the Invoice Line Custom Duty Tax Detail page.
GST On Advances	Click to view the Goods and Service Tax (GST) Details page and view the GST information. **Note:** This link appears only if a prepaid voucher involves a reverse charge transaction.

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Field or Control	Description
Save	Click to save the entries and to display the GST and total amount values. **Note:** It is mandatory for a supplier to have their GSTIN number registered with the PeopleSoft system by entering it into the Supplier Tax Applicability page. The system allows you to save the voucher only if the supplier's GSTIN number is present in the records, when interstate supplies of goods and services are received.

When creating a regular voucher that is sought to be set off against a prepaid voucher with Reverse Charge applicability, you should not select the Apply Automatically check box on the Attributes Tab of the Regular voucher. Instead, you manually select the relevant Prepaid Voucher after ensuring that both the prepaid voucher as well as the regular voucher have the same Supplier and Location. Also, the items on the regular voucher should be present on the prepaid voucher.

> **Note**
>
> GST Annexure fields are not mandatory for third-party vouchers created for GST Authority as Trading Partner GST Setup is optional.

Copy from Source Document

Procurement may create Purchase Orders with all schedules pointing to one Ship To state or multiple Ship To states. Users must ensure that after using the Copy From PO functionality, all voucher lines point to the same Ship To state; else the voucher in this case cannot be saved.

GST Annexure Header fields such as Trading Partner Type, Transaction Category, IRN Applicable and IRN Mandatory default from the Trading Partner GST Setup page for supplier when copying PO into regular voucher. GST line annexure fields such as ITC Eligible and Item Tax Applicability default from the Item Tax Applicability page for line Item ID.

When you create an Adjustment/ Reversal voucher by copying the source document regular voucher, the header annexure data of Adjustment/ Reversal vouchers are populated as follows:

- Preceding IRN of Adjustment/ Reversal voucher is IRN of source regular voucher.
- Preceding IRP Date of Adjustment/ Reversal voucher is IRP Date of source regular voucher.
- Invoice Document Reference of Adjustment/ Reversal voucher is Invoice Document Reference of source regular voucher.
- Contract Reference Number of Adjustment/ Reversal voucher is Contract Reference Number of source regular voucher.
- IRN of Adjustment/ Reversal voucher is tentative IRN of source regular voucher. You can change the tentative IRN of Adjustment/ Reversal voucher if supplier provides the IRN for revised invoices.

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- IRP Date is tentative IRP Date of source regular voucher. You can change the tentative IRP Date of Adjustment/ Reversal voucher if supplier provides the date for re-filing the revised invoice.

Batch Process

When the Voucher Build process runs and detects multiple Ship To states on a voucher, the voucher is created in Recycle status. To prevent the Voucher Build process from creating a voucher in Recycle status, it is recommended that data from external sources should point to the same Ship To state for a particular voucher.

In cases where adhoc items are created, the PeopleSoft system determines GST only on the basis of Supplier Tax Applicability. Users have to input the HSN/SAC code manually on the GST Details page in the voucher line.

In cases where billing charge codes are setup without creating a corresponding item in the item master, when these charge codes are used for interunit /intercompany transactions, the HSN/SAC code for the payables transaction is derived from the GST Details page to prevent a voucher from going into the Recycle status.

For adhoc items, you need to enter GST line annexure fields manually after creating the voucher in Recycle status. GST Annexure Header fields such as Trading Partner Type, Transaction Category, IRN Applicable and IRN Mandatory default from the Trading Partner GST Setup page for supplier. IRP date will have current date time as the default option if IRN Applicable and IRN Mandatory fields are selected on the Trading Partner GST Setup page. User has to manually enter IRN once voucher is created in Recycle status if IRN Applicable and IRN Mandatory fields are selected on the Trading Partner GST Setup page.

GST Annexure Header

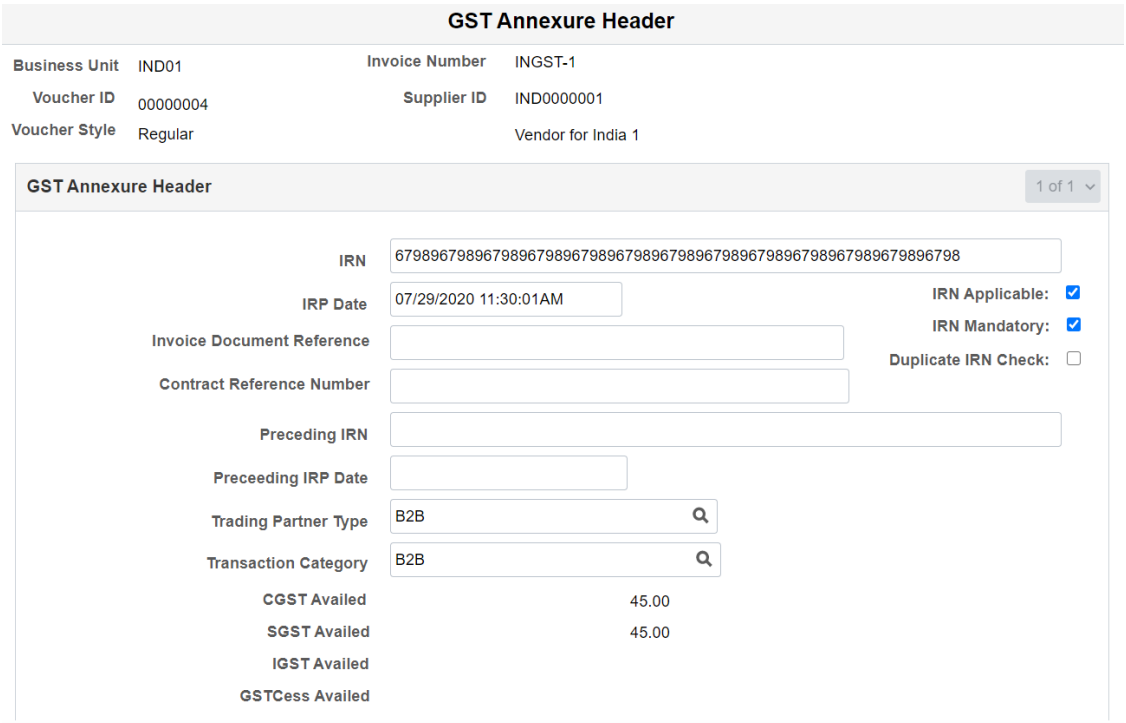
Use the GST Annexure Header page (VCHR_GST_ANEX_SEC) to enter or override GST annexure information.

Navigation:

Click the GST Annexure Header link on the Invoice Information page.

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

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Field or Control	Description
IRN	Enter the 64 character Invoice Reference Number (IRN).
IRP Date	Enter IRP date in Date Time format. The default value is the current date and time. You can edit the IRP Date value if the IRN Applicable and IRN Mandatory fields are selected on the Trading Partner GST Setup page. For additional information, see PeopleSoft Global Options and Reports: Trading Partner GST Setup Page
Trading Partner Type, **Transaction Category**, **IRN Applicable**, **IRN Mandatory**	Enter a value or override the default information. You can edit the values until the voucher is posted. The default options are populated from the Trading Partner GST Setup page. For additional information, see PeopleSoft Global Options and Reports: Trading Partner GST Setup Page
CGST Availed, **SGST Availed**, **IGST Availed**, **GSTCess Availed**	Displays the accumulation of the recoverable portion of each tax component at header level. The amount is displayed in transaction currency.

Goods and Service Tax (GST) Details Page

Use the Goods and Service Tax (GST) Details page (VCHR_LINE_EXS) to enter or override GST information.

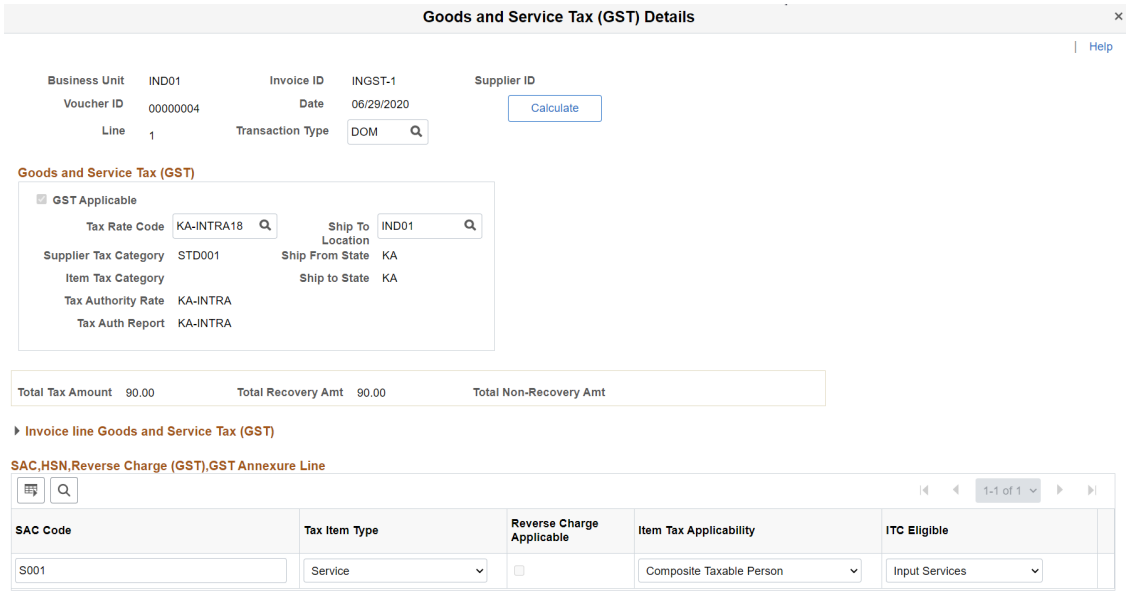
Navigation:

Click the Goods and Service Tax (GST) link on the Invoice Information page.

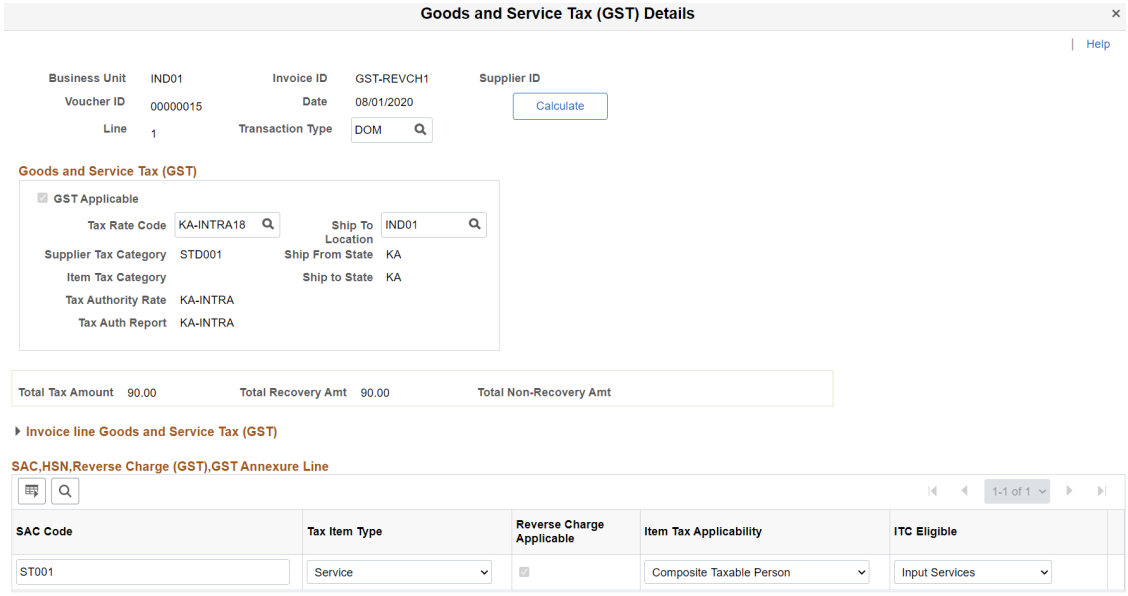
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This link appears if GST is enabled in the setup hierarchy.

This example illustrates the fields and controls on the Goods and Service Tax (GST) Details page for a Regular Voucher. You can find definitions for the fields and controls later on this page.

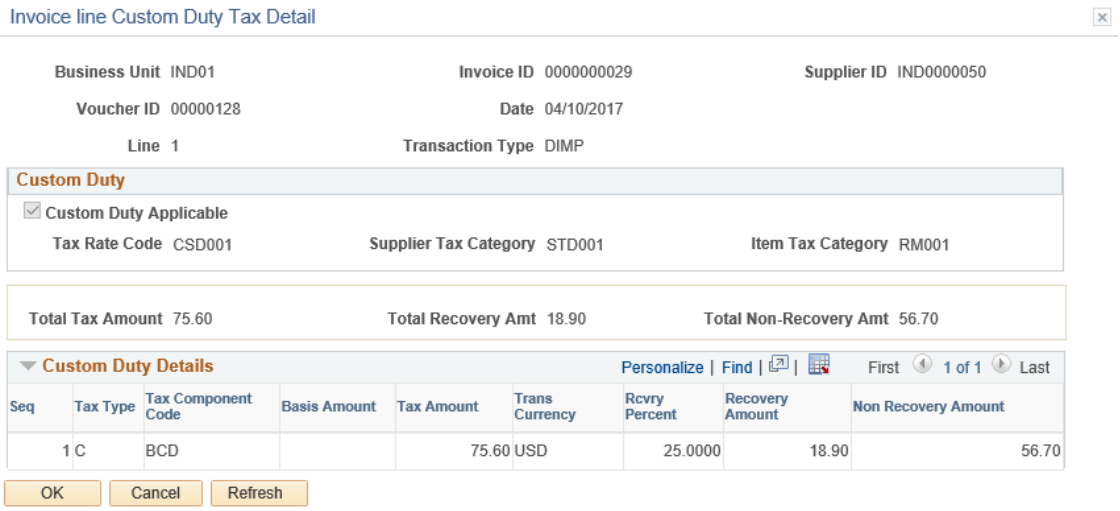


This example illustrates the fields and controls on the Goods and Service Tax (GST) Details page for a Regular Voucher - Reverse Charge Transaction. You can find definitions for the fields and controls later on this page.



This example illustrates the fields and controls on the Invoice Line Custom Duty Tax Detail page.

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Field or Control	Description
Transaction Type, **Tax rate Code**, **Ship To Location**, **HSN Code**, **SAC Code**, **Tax Item Type**	Enter a value or override the default tax information. You can edit the values until the voucher is posted.
Item Tax Applicability, **ITC Eligible**	Select a value from the available options. The default options are populated from the Item Tax Applicability page. For additional information, seePeopleSoft Global Options and Reports: Item Tax Applicability Page.
Calculate	Click to recalculate and display new tax amounts.

GST calculations are performed by the global common routine that is called during voucher online creation and the Voucher Build process. These calculations are based on the defaults defined if no changes are made to this page.

> **Note**
>
> GST Annexure fields are not applicable for third-party vouchers created for custom duty authority or any supplier created to settle Freight/ Miscellaneous charges.

Supplier Information Location — Procurement Options Page

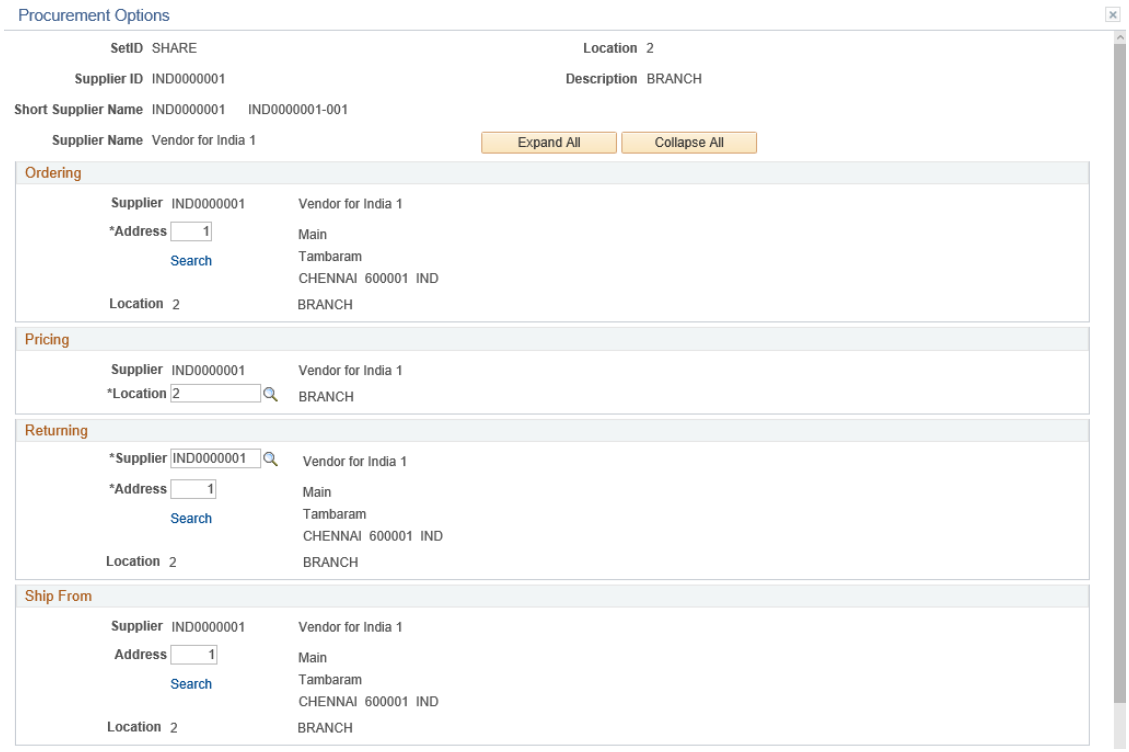
Use the Supplier Information - Location: Procurement Options page (VNDR_PROC_OPT_SEC) to define currency options for the supplier.

Navigation:

Suppliers, and then **Supplier Information** , and then **Add/Update** , and then **Supplier**, and then **Supplier Information** , and then **Location** . Click the Procurement link on the Supplier Information - Location page and expand the Additional Procurement Options section.

This example illustrates the fields and controls on the Supplier Information - Location: Procurement Options page. You can find definitions for the fields and controls later on this page.

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Field or Control	Description
Ship From	Enter the location. For every supplier location, ensure that the value entered here points to the correct state where the Supplier Ship To location is intended. For each such Ship From location a corresponding Ship From location should be set up at the Supplier Tax Application page.

Voucher Accounting Entries Page

Use the Voucher Accounting Entries page (VCHR_ACTG_ENTRIES) to review the results of the Voucher Posting Application Engine process (AP_PSTVCHR).

Navigation:

Accounts Payable , and then **Review Accounts Payable Info** , and then **Vouchers**, and then **AP Accounting Entries** , and then **Voucher Accounting Entries** . Click the Accounting Entries button on the Voucher Inquiry page.

	Monetary Amount DR	Monetary Amount CR	Currency Code	Ledger	GL Unit	Accounting Date
Prepaid Account	100,000		INR	Local	IND01	03/31/2017
Accounts Payable		100,000	INR	Local	IND01	03/31/2017
Inter Set off - IGST	18,000		INR	Local	IND01	03/31/2017

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	Monetary Amount DR	Monetary Amount CR	Currency Code	Ledger	GL Unit	Accounting Date
Tax - IGST		18,000	INR	Local	IND01	03/31/2017

The above example illustrates sample accounting entries for a prepaid voucher, where GST is calculated on reverse charge basis. GST recoverable will be debited to the relevant intermediate set off account. Non recoverable portion of GST if any will be added to the Merchandise/service prepaid account. Total GST on reverse charges on the voucher will be credited to the relevant GST liability account.

	Monetary Amount DR	Monetary Amount CR	Currency Code	Ledger	GL Unit	Accounting Date
Accounts Payable		100,000	INR	Local	IND01	04/06/2017
Assembly Tool	103,600		INR	Local	IND01	04/06/2017
Set off - CGST	7,200		INR	Local	IND01	04/06/2017
Tax - CGST		9,000	INR	Local	IND01	04/06/2017
Set off - SGST	7,200		INR	Local	IND01	04/06/2017
Tax - SGST		9,000	INR	Local	IND01	04/06/2017

The above example illustrates sample accounting entries for a regular voucher, where GST is applicable on reverse charge basis. The GST payable is credited to the tax account of the relevant GST component liability and debited to the corresponding GST recoverable account. Total GST on reverse charges on the voucher will be credited to the relevant GST liability account.

	Monetary Amount DR	Monetary Amount CR	Currency Code	Ledger	GL Unit	Accounting Date
Accounts Payable		7,983,580	INR	Local	IND01	03/31/2017
Expense Distribution	7,009,312		INR	Local	IND01	03/31/2017
Set off – CGST	487,133		INR	Local	IND01	03/31/2017
Set off – SGST	487,133		INR	Local	IND01	03/31/2017

The above example illustrates sample accounting entries for a regular voucher with non-reverse charges. GST recoverable if any is debited to a separate relevant account as appropriate. Non recoverable portion of GST if any will be included in the expense distribution line.

	Monetary Amount DR	Monetary Amount CR	Currency Code	Ledger	GL Unit	Accounting Date
Assembly Tools		103,600	INR	Local	IND01	03/31/2017

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	Monetary Amount DR	Monetary Amount CR	Currency Code	Ledger	GL Unit	Accounting Date
Accounts Payable	100,000		INR	Local	IND01	03/31/2017
Inter Set off – CGST		7,200	INR	Local	IND01	03/31/2017
Tax – CGST	9,000		INR	Local	IND01	03/31/2017
Inter Set off - SGST		7,200	INR	Local	IND01	03/31/2017
Tax - SGST	9,000		INR	Local	IND01	03/31/2017

The above example illustrates sample accounting entries of a prepaid voucher with reverse charge accountability. The intermediate GST accounted for at the time of advance payment to the GST input credit account will be reversed to the respective final input credit accounts.

	Monetary Amount DR	Monetary Amount CR	Currency Code	Ledger	GL Unit	Accounting Date
APA		40,000	INR	Local	IND01	03/31/2017
Tax – CGST	20,000		INR	Local	IND01	03/31/2017
Tax – SGST	20,000		INR	Local	IND01	03/31/2017

The above example illustrates sample accounting entries of a Posted third party voucher where reverse charge details have been copied from the related regular voucher. In this case, the GST liabilities are closed and transferred to Accounts Payable, which in turn is transferred to cash distribution account at the time of posting the payment of this third-party voucher.

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(IND) Setting Up and Processing Tax Deducted at Source for India

Understanding Tax Deducted at Source Transactions

TDS is a form of withholding with complex rules and regulations. Different rules apply to different types of payments. TDS requires that you calculate withholding when you book the liability (meaning, when you post the voucher) or when you make the payment, whichever is earlier. Some types of withholding are calculated only after you reach or exceed a set minimum basis amount. When the minimum basis amount is exceeded, the system calculates withholding for prior amounts and future transactions. TDS also has surcharges in addition to the calculated withholding. For Education Cess, you also define an additional surcharge percent.

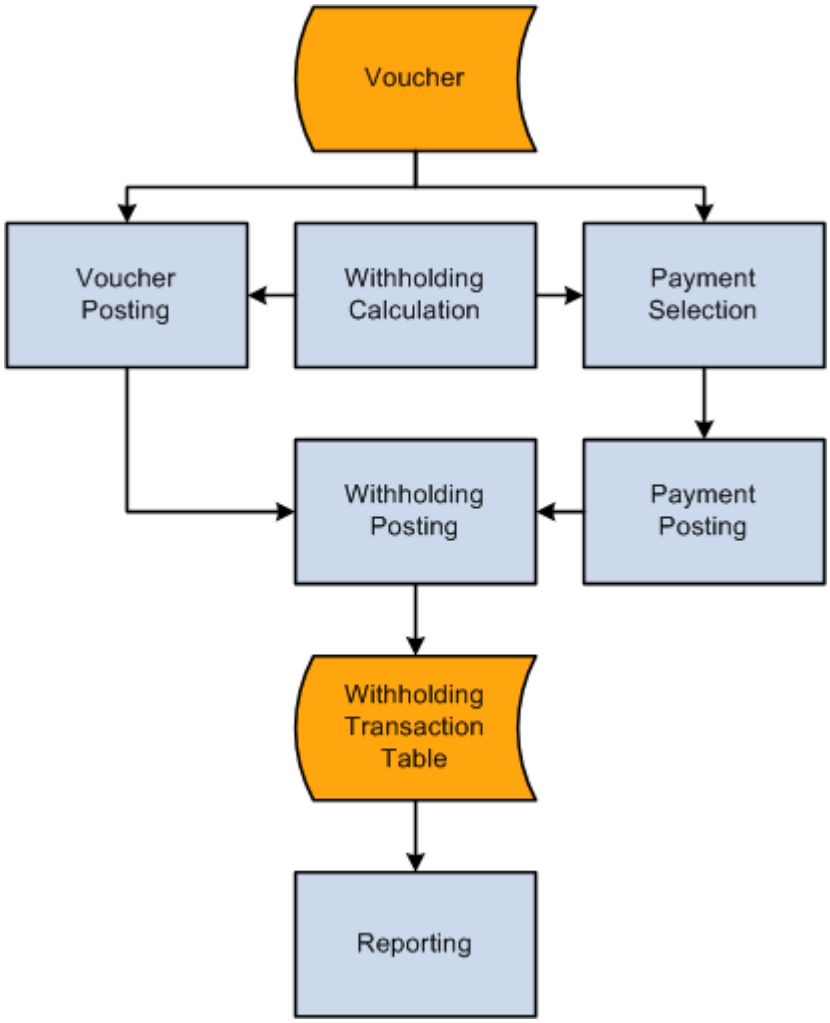
PeopleSoft Payables provides a withholding architecture that enables you to meet the withholding requirements for India. You can easily calculate surcharge and tax amounts and report accurate TDS and Education Cess information when required. PeopleSoft Payables has modified several pages to enable TDS processing.

To process TDS reporting:

1. Set up withholding information at the withholding, business unit, and supplier levels.
2. Specify the (Basic Statistical Returns (BSR) code of the withholding entity's supplier bank account on the Supplier Bank Account Options collapsible region on the Supplier Information - Payables Options page.
3. Create a voucher on the withholding supplier.
4. Post the voucher.
5. Create a payment to the withholding supplier.
6. Post the payment.
7. Run the Withholding Posting Application Engine process (AP_WTHD).
8. Update the TDS Challan information using the Update TDS Challan Information page.
9. Run the Withholding Reporting Application Engine process (AP_WTHDRPT).
10. Run the TDS Register (APY8070) and the TDS Certificate (APY8080) reports.

This diagram illustrates the process flow of TDS in PeopleSoft Payables.

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Note

The voucher must be paid and the payment posted prior to the withholding posting.

Setting Up TDS Organizational Details

To set up your TDS organizational details, use the following components:

- Organization Details (ORG_RGSTN_DTL).
- Tax Location (ORG_TAX_LOC).
- Certificate Numbering (WTHD_CRTFICATE_NUM).

This section discusses how to define income tax registration details and tax location details. It also discusses how to set up automatic TDS certificate numbering.

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> **Note**
>
> Setting up TDS organizational details is similar to setting up your organizational structure for excise duty, sales tax, VAT, and customs duty for India.

Pages Used to Set Up TDS Organizational Details

Page Name	Definition Name	Usage
Organization Details Page	ORG_RGSTN_DTL	Specify a permanent account number (PAN), PAN ward, and PAN circle for TDS processing.
Tax Location - Tax Location Definition Page	ORG_TAX_LOC	Specify a TAN number, TAN ward, and TAN circle for TDS processing.
Certificate Numbering Page	WTHD_CRTFICATE_NUM	Define the certificate numbering for each PeopleSoft Payables business unit and withholding entity.

Related Topics

- Understanding Tax Deducted at Source Transactions
  TDS is a form of withholding with complex rules and regulations. Different rules apply to different types of payments. TDS requires that you calculate withholding when you book the liability (meaning, when you post the voucher) or when you make the payment, whichever is earlier. Some types of withholding are calculated only after you reach or exceed a set minimum basis amount. When the minimum basis amount is exceeded, the system calculates withholding for prior amounts and future transactions. TDS also has surcharges in addition to the calculated withholding. For Education Cess, you also define an additional surcharge percent.

Organization Details Page

Use the Organization Details page (ORG_RGSTN_DTL) to specify a permanent account number (PAN), PAN ward, and PAN circle for TDS processing.

Navigation:

Set Up Financials/Supply Chain, and then **Common Definitions**, and then **Excise and Sales Tax/VAT IND**, and then **Organization details**, and then **Organization Details**

Field or Control	Description
PAN Number (permanent account number)	Enter the number assigned by the income tax authority to identify your organization's tax returns. This number must be a 20-digit alphanumeric value.
PAN Ward and **PAN Circle**	Enter the location of the income tax offices to which your organization submits its taxes. Tax authorities assign these values. Wards and circles can change at the discretion of the income tax authority.

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Related Topics

- PeopleSoft Global Options and Reports: Organization Details Page

Tax Location - Tax Location Definition Page

Use the Tax Location - Tax Location Definition page (ORG_TAX_LOC) to specify a TAN number, TAN ward, and TAN circle for TDS processing.

Navigation:

Set Up Financials/Supply Chain, and then **Common Definitions**, and then **Excise and Sales Tax/VAT IND**, and then **Tax Location**, and then **Tax Location Definition**

Field or Control	Description
TAN Number	Enter the code assigned to you by the tax authorities that represents the location of the income tax office where your taxes are paid.
TAN-Ward and **TAN-Circle**	Enter the ward and circle associated with your TAN. Tax authorities assign these values. Wards and circles can change at the discretion of the income tax authority.
Journal Template	Select the journal template to use to record tax accounting entries for the general ledger business unit. These templates define the summarization rules for creating journals that are passed to the general ledger.

Related Topics

- PeopleSoft Global Options and Reports: Tax Location - Tax Location Definition Page

Certificate Numbering Page

Use the Certificate Numbering page (WTHD_CRTFICATE_NUM) to define the certificate numbering for each PeopleSoft Payables business unit and withholding entity.

Navigation:

Suppliers, and then **1099/Global Withholding**, and then **Global Withholding Reports**, and then **TDS Certificate Numbering**, and then **Certificate Numbering**

Field or Control	Description
Pre Fix 1	Specify, for example, a company name or a PeopleSoft Payables business unit short name.
Pre Fix 2	Specify, for example, the financial year.
Start From Number	Specify a number from which the system begins assigning a ten-digit serial number for each PeopleSoft Payables business unit. **Note:** Statutory returns must be filed separately for each TAN number.

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Setting Up TDS Processing

To set up your TDS processing, use the following components:

- Withhold Rule (WTHD_RULE).
- Withhold Type (WTHD_TYPE).
- Withhold Jurisdiction (WTHD_JURISDICTION).
- Supplier Categories (WTHD_VNDR_CAT).
- Withholding Entity (WTHD_ENTITY).
- Procurement Control (BUS_UNIT_INTFC2).
- Supplier Information (VNDR_ID).

> **Note**
>
> Setting up TDS processing is similar to setting up your global withholding environment.

Pages Used to Set Up TDS Processing

Page Name	Definition Name	Usage
Withhold Rule Page	WTHD_RULE	Establish the rules that determine the actions to be taken during withholding. For example, you can create rules to define the amount of withholding and to determine different percentages based on the size of the transaction amount.
Withhold Type Page	WTHD_TYPE	Specify a class and description for various withholding types. Select Contract Reference if the withhold class requires a contract reference on the voucher.
Withhold Jurisdiction Page	WTHD_JURISDICTION	Define withholding jurisdictions for the withholding type.
Supplier Categories Page	WTHD_VNDR_CAT	Define the relationship that exists between the withholding entity and your supplier. As jurisdiction and classification do, this relationship affects your withholding percentages.
Withholding Entity Page	WTHD_ENTITY	Define your withholding entities (tax authorities). The withholding entity component ties the withholding information together.

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Page Name	Definition Name	Usage
Withholding Entity - Entity Fields - Supplier Page	WTHD_ENTITY_FIELDS	Indicate which information the tax authority (entity) needs for your suppliers.
Entity Fields - Business Unit Page	BU_WTHD_ENT_FLDS	Indicate which information the tax authority (entity) needs for your business unit.
Withholding ChartFields Page	WTHD_BU_CF	Define the accounting entries to record the TDS amounts.
PeopleSoft Source to Settle Common Information: Supplier Information - Location Page	VNDR_LOC	Enter one or more locations for the supplier. Supplier location is a default set of rules, or attributes, which define how you conduct business with a particular supplier.
Withholding Supplier Information Page	VNDR_GBL_OPT_SEC	Define withholding information and reporting information for the supplier location.
Supplier Information - Payables Options Page	VNDR_PAY_OPT_SEC	Enter the BSR code in the **Branch ID** field to use for TDS reporting.
Invoice Information Page	VCHR_EXPRESS1	Enter or view invoice information, including invoice header information, nonmerchandise charges, and voucher line and distribution information.
Withholding Information Page	VCHR_WTHD_EXP	Override the withholding for the individual voucher lines, and specify a contract reference number if applicable.

Related Topics

- Understanding the Withholding Process
  This section discusses:

Withhold Rule Page

Use the Withhold Rule page (WTHD_RULE) to establish the rules that determine the actions to be taken during withholding.

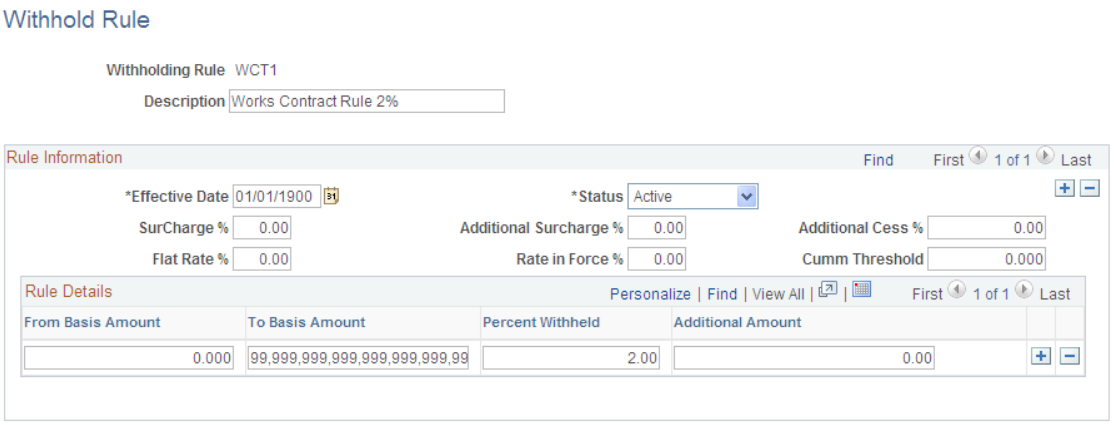
For example, you can create rules to define the amount of withholding and to determine different percentages based on the size of the transaction amount.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Rules**, and then **Withhold Rule**

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

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Field or Control	Description
SurCharge % (surcharge percent)	Enter a surcharge that is to be calculated on top of the tax amount, if required.
Additional Surcharge % (additional surcharge percent)	Enter an additional surcharge percent that is to be used for calculating the Education Cess tax levy, if required.

Related Topics

- Withhold Rule Page
  Use the Withhold Rule page (WTHD_RULE) to establish rules that determine the actions to be taken during withholding.

Withhold Type Page

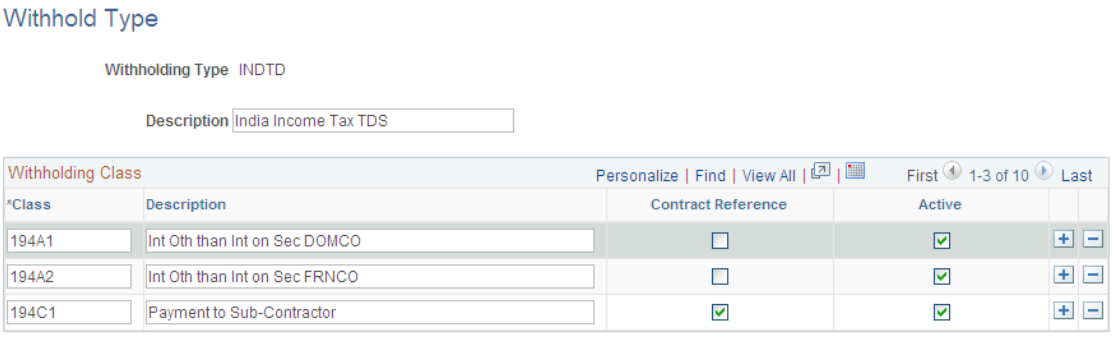
Use the Withhold Type page (WTHD_TYPE) to specify a class and description for various withholding types.

Select Contract Reference if the withhold class requires a contract reference on the voucher.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Types and Classes**, and then **Withhold Type**

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



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Field or Control	Description
Contract Reference	Select whether the withhold class requires a contract reference on the voucher.
Active	Select to indicate that the withholding class is active. The withholding class is available immediately for you to use to define your withholding entity options.

> **Note**
>
> The **Contract Reference** field is mandatory on the Voucher Withholding Information page, if you select **Contract Reference.**

Withhold Jurisdiction Page

Use the Withhold Jurisdiction page (WTHD_JURISDICTION) to define withholding jurisdictions for the withholding type.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Jurisdictions**, and then **Withhold Jurisdiction**

Jurisdictions introduce an additional level of classification between the withholding type and withholding class. Jurisdiction also enables you to define different withholding percentages based on where the supplier is located, as well as on the classification (or activity) of a given transaction.

Field or Control	Description
Withholding Jurisdiction	Specify any jurisdictions that belong to this withholding type.

Related Topics

- Withhold Jurisdiction Page
  Use the Withhold Jurisdiction page (WTHD_JURISDICTION) to define withholding jurisdictions for a withholding type.

Supplier Categories Page

Use the Supplier Categories page (WTHD_VNDR_CAT) to define the relationship that exists between the withholding entity and your supplier.

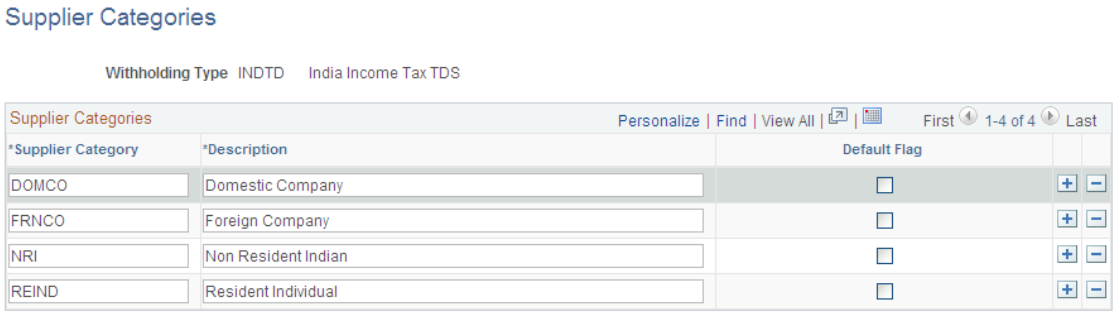
As jurisdiction and classification do, this relationship affects your withholding percentages.

Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Supplier Categories**, and then **Supplier Categories**

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



Field or Control	Description
Supplier Category	Enter any category that belongs to this withholding type.
Default Flag	Select to have the supplier category or categories appear as defaults for the **Withhold Status** field on the Withholding Supplier Information page.

Related Topics

- Supplier Categories Page
  Use the Supplier Categories page (WTHD_VNDR_CAT) to define the relationship that exists between the withholding entity and your supplier.

Withholding Entity Page

Use the Withholding Entity page (WTHD_ENTITY) to define your withholding entities (tax authorities).

The withholding entity component ties the withholding information together.

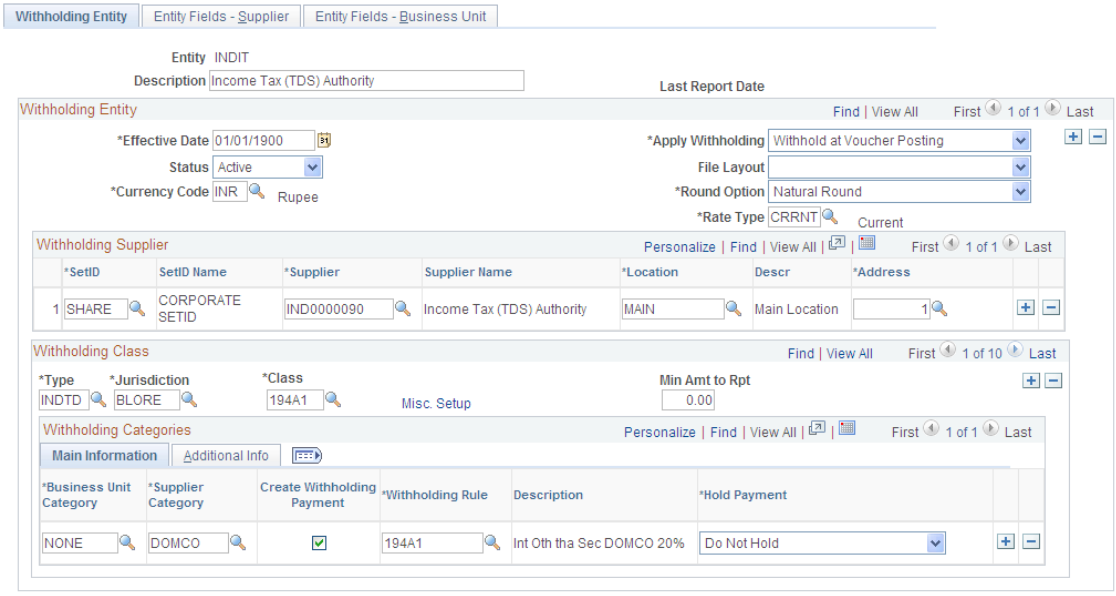
Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Withholding Entities**, and then **Withholding Entity**

Define the withholding entity on three pages. Enter the supplier information for the entity, define the file layout, currency code and rate, and applicable withholding rules and types. You can also use the Withholding Entity page to determine whether to create a separate withholding payment, to set up accounting ChartField parameters and basis for withholding, as well as to tie business unit and supplier categories.

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

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Withholding Entity

Field or Control	Description
Apply Withholding	Select either *Payment* or *Vchr Post* (voucher post) to determine when withholding occurs. The default value is *Payment*.

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Field or Control	Description
Round Option	Select to indicate how the system should round to whole monetary amounts. Options are: *Down:* Select this value to round amounts down to the next whole number, regardless of actual decimal amount. *Natural:* Selecting this value rounds decimal amounts of less than 0.5 down to the next whole number, and rounds amounts of more than 0.5 up to the next whole number. Note that this option uses a function to determine the decimal precision to which to round the amount, depending on the installed currency configuration. (IND) *NRR* (Nearest Rupee Rounding): Select to round to the nearest Rupee. If an amount contains a part of a rupee consisting of paise then, if such part is fifty paise or more, it will be increased to one rupee and if such part is less than fifty paise, it will be ignored. If the transaction currency is different from the base currency, the transaction amounts will not be rounded. Only the base amounts will be rounded. *TDS:* Selecting this value rounds decimal amounts to the appropriate zero decimal, regardless of the installed currency configuration. *Up:* Select this value to round amounts up to the next whole number, regardless of actual decimal amount.

Main Information Tab

Select the Main Information tab.

Field or Control	Description
Create Withholding Payment	Select if you want to create separate payments for the withholding. Otherwise, withholding is not calculated, although basis amounts are reported. **Note:** Creating a zero percent withholding rule accomplishes the same result.
Withholding Rule	Select the withholding rule to which these categories apply.

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Field or Control	Description
Hold Payment	Select to hold these payments. The available options are: *Hold All:* Hold both the payment and the withholding amount. *No Hold:* Do not hold the payment or withholding amount. *Wthd Only:* Hold the withholding amount only. You can override the option you select here at the supplier level on the Withholding Supplier Information page. **Note:** If you wish to hold the supplier's payment, you can set the rule at zero percent and set the hold option to *Hold All.*

Additional Information Tab

Select the Additional Information tab.

Field or Control	Description
Min Basis (minimum basis) and **Min Withhold** (minimum withhold)	These fields are not used for TDS processing. Leave these fields blank. **Note:** The actual threshold amount is checked against the withholding rule.
Payment Terms ID	Enter a term to indicate when the withholding portion of the voucher will be paid to the withholding entity.
Cumulative	Select to indicate that the system should monitor voucher totals until it reaches the threshold amount that you specified on the withholding rules. Vouchers must have identical values for the withhold entity, type, jurisdiction, class, rule, supplier ID, and contract reference fields. Once it reaches that amount, the system calculates withholding on previous vouchers and on future vouchers as they are entered. **Note:** When the cumulative flag is not selected, the system calculates withholding on vouchers once the threshold limit is crossed but does not include previous vouchers. See Calculating Withholding.

Related Topics

- Withholding Entity Page
  Use the Withholding Entity page (WTHD_ENTITY) to define your withholding entities (tax authorities).

Withholding Entity - Entity Fields - Supplier Page

Use the Withholding Entity - Entity Fields - Supplier page (WTHD_ENTITY_FIELDS) to indicate which information the tax authority (entity) needs for your suppliers.

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Navigation:

Set Up Financials/Supply Chain, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Withholding Entities**, and then **Withholding Entity - Entity Fields - Supplier**

The Income Tax Department provides the permanent account number, which identifies you to the Income Tax Office.

Field or Control	Description
PAN No. (permanent account number) and **PAN Ward**	Select **Required** to make it mandatory that users enter the permanent account number and the permanent account number ward when they enter withholding information and to make the fields available on the Withholding Supplier Information page.

Related Topics

- Entity Fields - Supplier Page
  Use the Entity Fields - Supplier page (WTHD_ENTITY_FIELDS) to indicate which information the tax authority (entity) requires for your suppliers.

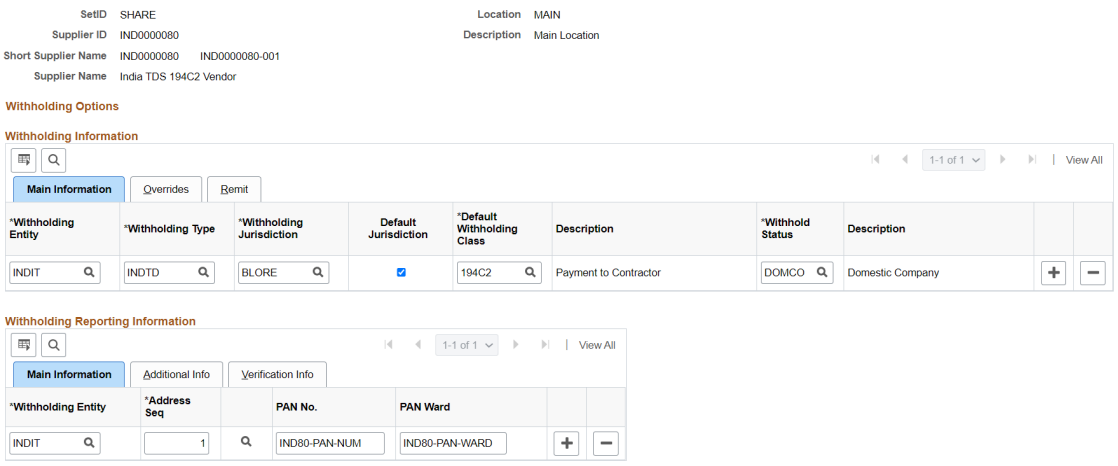
Withholding Supplier Information Page

Use the Withholding Supplier Information page (VNDR_GBL_OPT_SEC) to define withholding information and reporting information for the supplier location.

Navigation:

Click the **Global/1099 Withholding** link on the Supplier Information - Location page.

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



> **Note**
>
> Column order for grids may vary by implementation. All columns may not be visible.

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Field or Control	Description
PAN No.	Enter a permanent account number for this supplier.
PAN Ward	Enter a permanent account number ward.

Supplier Information - Payables Options Page

Use the Supplier Information - Payables Options page (VNDR_PAY_OPT_SEC) to enter the BSR code in the Branch ID field to use for TDS reporting.

Navigation:

Click the **Payables** link on the Supplier Information - Location page.

Expand the **Supplier Bank Account Options** collapsible region on the Supplier Information - Payables Options page.

Field or Control	Description
Branch ID	If appropriate, enter a branch ID for the bank. This field may not be available, depending on the country that you selected. For India, enter the BSR code of the withholding entity's supplier's bank branch. This information is displayed on the TDS reports (APY8070 and APY8080).

Processing TDS Transactions

> **Note**
>
> Processing TDS transactions is similar to processing withholding transactions. The additional steps required for TDS processing are documented in this section.

Pages Used to Process TDS Transactions

Page Name	Definition Name	Usage
Withholding Information Page	VCHR_WTHD_EXP	Override the withholding for the individual voucher lines, and specify a contract reference number, if applicable.
Voucher Posting Request Page	PST_VCHR_RQST	Initiate the Voucher Posting Application Engine process (AP_PSTVCHR).
Update TDS Challan Information Page	WTHD_CHLN_INFO	View and update Challan information for TDS reporting.

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Page Name	Definition Name	Usage
Update Acknowledgement Number Page	UPD_ACKNO_PG	Enter acknowledgement numbers to be printed on the TDS certificate.

Related Topics

- Understanding the Withholding Process
  This section discusses:

Withholding Information Page

Use the Withholding Information page (VCHR_WTHD_EXP) to override the withholding for the individual voucher lines, and specify a contract reference number, if applicable.

Navigation:

Click the **Withholding** link on the Invoice Information page.

Specify a contract reference number, if applicable. Override withholding information for the individual voucher lines.

> **Note**
>
> The functionality for regular and prepaid vouchers for TDS processing is similar to processing general withholding transactions. While applying the prepayment against a voucher, the computation of TDS is the difference between the voucher TDS amount less the prepayment TDS amount.
>
> During final voucher processing, PeopleSoft Payables verifies that both the type of payment (type and class) under the voucher and prepayment are the same.

Related Topics

- Entering Invoice Information for Online Vouchers
  This section provides an overview of voucher dependencies and balancing functionality.
- Understanding the Withholding Process
  This section discusses:

Voucher Posting Request Page

Use the Voucher Posting Request page (PST_VCHR_RQST) to initiate the Voucher Posting Application Engine process (AP_PSTVCHR).

Navigation:

Accounts Payable, and then **Batch Processes**, and then **Vouchers**, and then **Voucher Posting**, and then **Voucher Posting Request**

The Voucher Posting Application Engine process (AP_PSTVCHR) performs the withholding calculations. The Voucher Posting process calls the Withhold Calculation Application Engine process (AP_WTHDCALC) to determine whether withholding vouchers exist.

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> **Note**
>
> After you pay a voucher, you cannot unpost it.

Related Topics

- Running the Voucher Posting Process
  This section discusses how to define a voucher posting request.

Processing Payments

Payment processing for TDS involves the following modifications:

Payment Selection and Creation

You must first post vouchers so withholding can be calculated; otherwise, the system excludes them from the pay cycle.

Withholding Calculation

A surcharge field computes the surcharge based on the tax amount calculated based on the withholding rule that you defined during TDS setup.

Related Topics

- Running and Managing Pay Cycles
  This section discusses how to process and manage pay cycles.

Posting Payments

Accounting Entries are created during payment posting.

Supplier Payment

This table lists the accounting entries that are to be created for a supplier payment:

Account	Debit	Credit
AP Liability	8980	
Bank		8980

TDS Payment

This table lists the accounting entries that are to be created for a TDS payment:

Account	Debit	Credit
Withholding Liability	1020	
Bank		1020

Related Topics

- Running the Payment Posting Process
  You can post payments by Bank account, Payment method, and Individual payment.

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Calculating Withholding

The Withhold Calculation process monitors the withholding basis amount. Select the **Cumulative** option on the Withholding Entity page to indicate that the system should monitor voucher totals until it reaches the threshold amount that you specify.

Cumulative Option Selected

When a supplier's vouchers sum exceeds the threshold amount for a contract or for a period, the system calculates withholding for that supplier based on the total accumulated amount including the vouchers entered previously. After that supplier reaches the threshold amount, the system calculates withholding on every subsequent voucher based on the gross payment amount or transaction amount.

For example, the threshold amount is 10,000 INR for a given withholding rule and the Cumulative check box is selected. You create 3 vouchers with identical values for the withhold entity, type, jurisdiction, class, rule, supplier ID, and contract reference: V1 for 8000 INR, V2 for 7000 INR, and V3 for 5000 INR for withholding period 1. When V1 is voucher posted, no withholding entity payment schedule will be created since the voucher total amount has not reached the threshold of 10,000 INR for period 1. When V2 is posted, the withholding entity payment schedule will be created based on 15,000 (8000 INR from V1 + 7000 INR from V2) since the voucher total has exceeded the threshold. When V3 is posted, the withholding will be calculated for the voucher amount (5000 INR).

Cumulative Option Not Selected

If you do not select the **Cumulative** option, the system bases the withholding calculation on the withholding basis amount and the period withholding tier rule defined in the system.

Scheduled Pay Date

The system determines the scheduled pay date based on the accounting date if withholding is called at the time of voucher posting. The system stores withholding basis and withholding amounts to monitor the total amounts.

> **Note**
>
> The PeopleSoft Payables calculation module calculates withholdings at voucher posting or at payment processing, depending on the withholding calculation setting on the withholding entity and the voucher. Calculation for TDS transactions are performed at voucher posting. For those withholding transactions calculated at payment posting, the system determines the scheduled pay date based on the payment date.

Education Cess

In addition to calculating withholding and the surcharge amount for TDS requirements, PeopleSoft Payables also calculates the Education Cess tax levy. Use the Withhold Rule page to define the surcharge percentages and rule details for Education Cess. The system uses the withhold rule to calculate Education Cess. For example:

- Invoice amount = 50,000 INR.
- Percent withheld = 20.
- Surcharge % = 2.

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- Additional surcharge % = 2.

The withhold amount is 10,000 INR (50,000 INR * .20). The surcharge amount is 200 INR (10,000 INR * .02). The system calculates the Education Cess amount by adding the withhold amount and the surcharge amount and multiplying that amount by the additional surcharge. The Education Cess amount is 204 INR ((10,000 INR + 200 INR) * .02). Therefore, the total gross amount for the withholding supplier is 10,404 INR (10,000 INR + 200 INR + 204 INR).

Related Topics

- Reviewing Withholding Calculations
  This section provides overviews of the withholding calculation and hold payment options for withholding, and lists the page used to review withholding calculations.

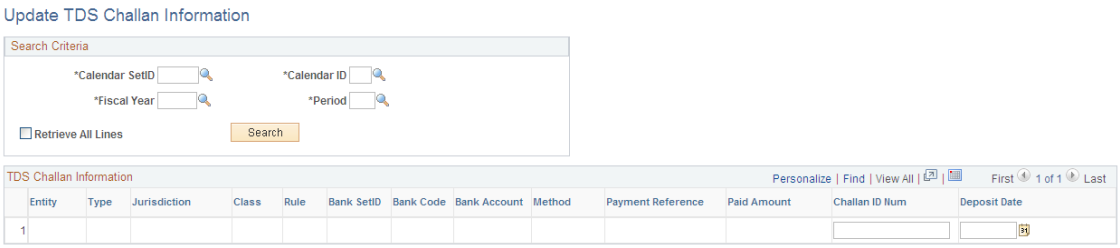
Update TDS Challan Information Page

Use the Update TDS Challan Information page (WTHD_CHLN_INFO) to view and update Challan information for TDS reporting.

Navigation:

Accounts Payable, and then **Batch Processes**, and then **Update TDS Challan Info**, and then **Update TDS Challan Information**

This example illustrates the fields and controls on the Update TDS Challan Information page. You can find definitions for the fields and controls later on this page.



Field or Control	Description
Calendar SetID, Calendar ID, Fiscal Year, and **Period**	Enter calendar, fiscal year, and period search information. The system returns and displays payment details whose withholding declaration date is within the period entered in the **Period** field.
Retrieve All Lines	Select check box to retrieve all lines. The system obtains and displays all payment details regardless if a Challan ID number or date of deposit has already been entered against the payment ID.
Paid Amount	Displays the total of the amounts paid for all suppliers with the same payment reference.
Challan ID Num (Challan ID number)	Enter the Challan ID number for that payment. The system displays the Challan ID number on the TDS Certificate (APY8080).

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Field or Control	Description
Deposit Date	Enter the date the tax payment was deposited as stamped by the bank on the Challan. The system displays the deposit date on the TDS Certificate (APY8080).

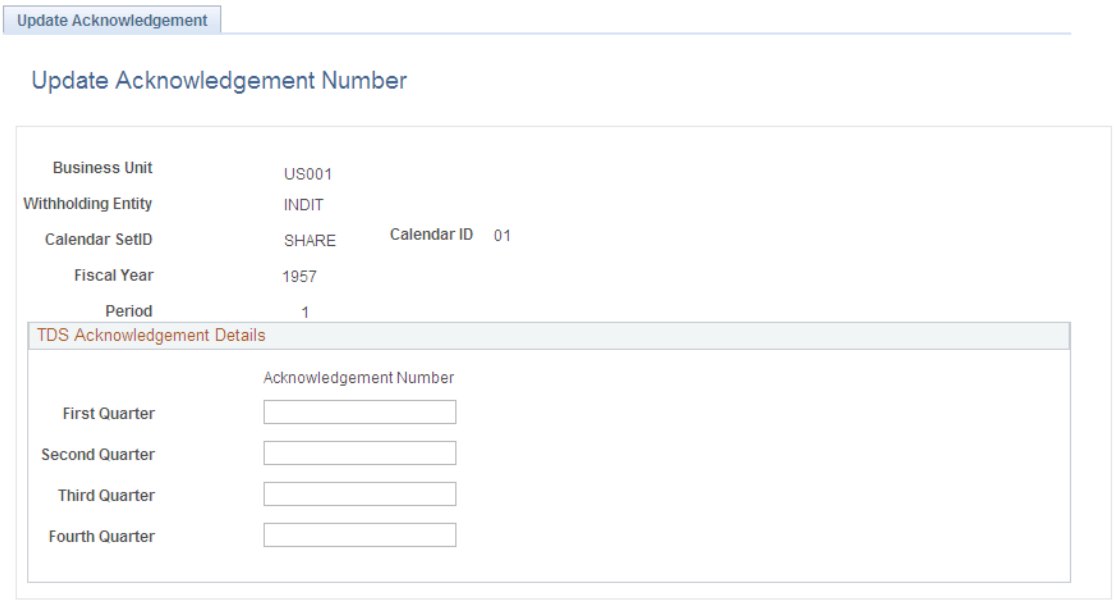
Update Acknowledgement Number Page

Use the Update Acknowledgement Number page (UPD_ACKNO_PG) to enter acknowledgement numbers to be printed on the TDS certificate.

Navigation:

Accounts Payable, and then **Batch Processes**, and then **Update TDS Acknldg Number**

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



Field or Control	Description
Business Unit	Displays the business unit entered on the Add a New Value page.
Withholding Entity	Displays the withholding entity entered on the Add a New Value page.
Calendar SetID	Displays the calendar SetID entered on the Add a New Value page.
Calendar ID	Displays the calendar ID entered on the Add a New Value page.
Fiscal Year	Displays the fiscal year entered on the Add a New Value page.

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Field or Control	Description
Period	Displays the period entered on the Add a New Value page.
First Quarter, **Second Quarter**, **Third Quarter**, and **Fourth Quarter**	Enter the acknowledgement number of the previous quarter's TDS return for each quarter. These are place holders for the acknowledgement numbers received from the tax department after filing the returns for first, second, third and fourth quarters respectively. The values entered here will be displayed on the TDS certificate.
Tax Deducted	Enter the amount of tax remitted in respect of the deductee in relevant quarter.
Tax Deposited	Enter the amount of tax deposited in respect of deductee in relevant quarter.

Reporting TDS Transactions

PeopleSoft Payables provides TDS reports that conform to the withholding reporting requirements for India. These reports include:

- TDS Register (APY8070).
- TDS Certificate (APY8080).
- TDS Challan Information report (APY8085).
- Work Contract Certificate (APY8090).

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Configuring Batch Processes

Configuring Temporary Tables for Batch Processing

When you run batch processes in parallel, you risk data contention and deadlocks on temporary tables. To avoid this, PeopleTools enables you to dedicate specific instances of temporary tables for each process. When PeopleSoft Application Engine manages a dedicated temporary table instance, it controls the locking of the table before use and the unlocking of the table after use.

When you decide how many temporary table instances to dedicate for a process, consider the number of temporary tables that the process uses. More instances result in more copies of the temporary tables on the system. For example, if a process uses 25 temporary tables and you have 10 instances for a process, you will have 250 temporary tables on the system.

If you run processes in parallel and all of the dedicated temporary table instances are in use, the performance of the process decreases. You need to find a balance that works for your organization.

> **Note**
>
> When you specify the number of instances, PeopleSoft Application Designer displays a list of the temporary tables for the process. Use the list to determine how many temporary tables each process uses.

Specify how many temporary table instances to dedicate for each of the following batch processes that can run in parallel in PeopleSoft Payables:

- Voucher Build (AP_VCHRBLD).
- Matching (AP_MATCH).
- Pay Cycle (AP_APY2015).
- Voucher Posting (AP_PSTVCHR).
- Payment Posting (AP_PSTPYMNT).
- Document Tolerance (FS_DOC_TOL).
- Payables to Assets Interface (INTFAPAM).

The PeopleTools documentation discusses the usage of temporary tables in detail and describes how to specify the number of instances.

If you run any of the PeopleSoft General Ledger COBOL processes, also configure the temporary tables for those processes. The *PeopleSoft General Ledger documentation* discusses how to do this in detail.

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Delivered Workflows for PeopleSoft Payables

Delivered Workflows for PeopleSoft Payables

This section discusses PeopleSoft Payables workflows. The workflows are listed alphabetically by workflow name.

Approve Vouchers

This section discusses the Approve Vouchers workflow.

Description

Information Type	Description
Event Description	A voucher is created that requires approval.
Action Description	The system places a link to the Voucher Approval page on the workflow user's worklist.
Notification Method	Worklist

Workflow Objects

Information Type	Description
Approval Rule Set	Payment Approval Rule Set 1
Business Process	PROCESS_VOUCHERS
Activity	APPROVE_VOUCHERS
Role	If using the delivered Payment Approval Rule Set 1, the roles are ANALYST, SUPERVISOR, and MANAGER

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Matching Exceptions

This section discusses the Matching Exceptions workflow.

Description

Information Type	Description
Event Description	A voucher that does not pass the Matching Application Engine process (AP_MATCH) is flagged as an exception. Workflow worklist items are generated by the Process Match Exceptions Application Engine process (MTCH_ERR_WF) and email notifications are generated by the Matching Workflow Application Engine process (AP_MTH_NOTFY). The Matching process executes both of these processes. Workflow and email notification is selected at the match rule type or match rule level.
Action Description	The system places a link to the Matching Workflow page on the workflow user's worklist. The system sends an email notification to the action owner that contains a link to the Matching Workflow page.
Notification Method	Worklist and Email

Workflow Objects

Information Type	Description
Approval Rule Set	None
Business Process	MATCHING_ERRORS
Activity	ANALYZE MATCHING ERRORS
Role	There are three different sources for the user list, role, SQL definition, and query.

(USF) Pay Cycle Certification

This section discusses the Pay Cycle Certification workflow.

Description

Information Type	Description
Event Description	A pay cycle is processed for federal payments that requires a certification approval. Pay Cycle Certification workflow is available if a certifier has been entered and the pay cycle has been setup to be certified.
Action Description	The system places a link to the Paycycle Certification page on the certifier's worklist.
Notification Method	Worklist

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Workflow Objects

Information Type	Description
Approval Rule Set	None
Business Process	Ent AP Process Pay Cycles
Activity	PAYCYCLE_CERTIFICATION
Role	None

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PeopleSoft Payables Reports

PeopleSoft Payables Reports: A to Z

This table provides general information about delivered PeopleSoft Payables reports, sorted alphanumerically by report ID.

> **Note**
>
> You may see both of the terms XML Publisher (XMLP) and BI Publisher, depending on the version of your PeopleTools installation and the Bundle version of your 9.1 application. As of PeopleTools 8.52, references to XML Publisher (XMLP) have changed to BI Publisher. This does not denote a change to the reports; only the naming convention has changed.

For samples of these reports, see the Report Samples that are published with this online documentation.

Report ID and Report Name	Description	Navigation	Run Control Page
APCX8053 Payables Report by Schedule and Appropriation Symbol	(USF) Lists voucher distribution lines by federal schedule and appropriation symbol. Because each distribution line of a voucher references a different appropriation symbol, the detailed level of this report shows individual voucher distribution lines.	**Accounts Payable**, and then **Reports**, and then **Payments**, and then **Schedule and Approp Symbol**, and then **Payables Report by Schedule and Appropriation Symbol**	RUN_APC8053
APS2001 Prompt Pay Report	(USF) Summarizes how efficiently a government agency made supplier payments for a year. (SQR Report)	**Accounts Payable**, and then **Reports**, and then **Payments**, and then **Prompt Pay**, and then **Prompt Payment Inquiry**	RUN_APS2001

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Report ID and Report Name	Description	Navigation	Run Control Page
APSX8001J Federal Voucher Activity	(USF) Lists voucher activity by business unit, fund, department, program, class, account, budget period, project/grant, remaining amount, due date, and agency location code.	**Accounts Payable**, and then **Reports**, and then **Vouchers**, and then **Voucher Activity**, and then **Voucher Activity Report**	RUN_APS8001
APSX8002J Federal Disbursement Activity	(USF) Lists disbursement activity by business unit, fund, department, program, class, account, budget period, project/grant, remaining amount, due date, and agency location code.	**Accounts Payable**, and then **Reports**, and then **Payments**, and then **Disbursement**, and then **Payment Disbursement Report**	RUN_APS8002
APS8004 SPS Summary File	Generates the SF1166 Summary Certification file from the data you entered on the SPS Summary Totals page.	**Accounts Payable**, and then **Payments**, and then **Pay Cycle Processing**, and then **Generate**, and then **SPS Summary File**	GFAP_RUN_SPS
APX0000 List of Voucher Origins	Lists the voucher origin options by SetID.	**Set Up Financials/ Supply Chain**, and then **Product Related**, and then **Procurement Options**, and then **Reports**, and then **Voucher Origins**, and then **Voucher Origins**	RUN_APY0000
APX0010 Business Unit List	Lists all the PeopleSoft Payables business units and their operating parameters.	**Set Up Financials/ Supply Chain**, and then **Business Unit Related**, and then **Reports**, and then **Payables Units**, and then **Business Unit**	RUN_APY0010
APX0011 Business Unit Options	Lists the PeopleSoft Payables business unit options by SetID.	**Set Up Financials/ Supply Chain**, and then **Business Unit Related**, and then **Reports**, and then **Payables Options**, and then **Business Unit Options**	RUN_APY0011
APX1010 Voucher Register	Lists vouchers by business unit, date entered, and Voucher ID.	**Accounts Payable**, and then **Reports**, and then **Vouchers**, and then **Voucher Register**, and then **Voucher Register**	RUN_APY1010

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Report ID and Report Name	Description	Navigation	Run Control Page
APX1011 Control Group Register	Lists vouchers entered into PeopleSoft Payables by business unit, control group ID, date entered, and voucher ID. For each Business Unit and Control Group ID combination, the report lists all the vouchers that meet these criteria by their Date Entered. For each Voucher, the report lists Voucher Header Information, Voucher Line Information, and Distribution Line Information.	**Accounts Payable**, and then **Reports**, and then **Vouchers**, and then **Control Group Register**, and then **Control Group Register**	RUN_APY1011
APX1020 Posted Voucher Listing	Lists all posted vouchers for a given business unit and date range. For each Voucher ID, the report lists Document Type, Document Date, Document Sequence, Ledger, Accounting Date, Application Journal, Dist Type, Vchr Line, Dist Line, GL Unit, Account, Dept, Product, Project, Debit Amount, Credit Amount, Currency Code, and Unpost Seq#.	**Accounts Payable**, and then **Reports**, and then **Vouchers**, and then **Posted Voucher**, and then **Posted Voucher Listing**	RUN_APY1020
APX1060J Self-Billed Invoice	Lists all of the Documents that comprise an SBI. For each Document, the report lists Item, Quantity, UOM, Price, Amount, Tax Amount, Tax%, VAT Amount, VAT%, and Total.	**Accounts Payable**, and then **Reports**, and then **Vouchers**, and then **Print Self-Billed Invoices**, and then **SBI Print**	VCHR_SBI_PRINT

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Report ID and Report Name	Description	Navigation	Run Control Page
APX1065 Self-Billed Invoices Review	Lists SBI data that has been selected by the SBI process. For each Dummy SBI Number, the report lists SBI Hold, Unit, Voucher, Invoice, Invoice Date, Item, Quantity, Merchandise Amount, VAT Amount, Tax Amount, and Total Amount.	**Accounts Payable**, and then **Reports**, and then **Vouchers**, and then **Voucher self-billed Invoice**, and then **Self-Billed Invoices Review**	RUN_APY1065
APX1070 AP SBI Suppliers	Lists the available SBI suppliers you selected on the SBI Supplier Listing page. For each Supplier ID, the report lists Supplier Name, Remit, Corporate, AR Customer Number, Entered By, Location, SBI Option, SBI Approval, and Last SBI Number.	**Accounts Payable**, and then **Reports**, and then **Supplier**, and then **Self-billed Supplier Report**, and then **SBI Supplier Listing**	RUN_APY1070
APX1080 Unapproved SBIs by Supplier	Lists unapproved SBIs by supplier. For each SBI Number, the report lists Creation Date, Business Unit, and Voucher ID.	**Accounts Payable**, and then **Reports**, and then **Vouchers**, and then **Unapproved SBIs by Supplier**, and then **Unapproved SBI by Supplier**	RUN_APY1080
APX1090 Match Detail Report	Lists the match exceptions with voucher data, purchase order data, receiver data, and match error information. For each Buyer Name, the report lists Voucher Data (Unit, Voucher, Line Vchr Qty, Vchr Price, Vchr Amt); Purchase Order Data (Unit, PO ID, Line, Sched, PO Qty, PO Price, PO Amt); Receiver Data (Unit, Recv ID, Line, Seq); and Match Error information (Match Control ID, Match Rule). (BI Publisher Report)	**Accounts Payable**, and then **Reports**, and then **Vouchers**, and then **Match Exceptions**, and then **Match Exceptions**	RUN_APY1090

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Report ID and Report Name	Description	Navigation	Run Control Page
APX1099 1099-MISC Copy B	(USA) IRS Form 1099-MISC for your suppliers. (BI Publisher Report)	**Suppliers**, and then **1099/Global Withholding**, and then **1099 Reports**, and then **Withhold 1099 Report Job**, and then **1099 Report Post** / **Report** / **Copy B**	RPT_1099_JOB
APX1099N 1099-NEC Copy B	(USA) IRS Form 1099-NEC for your suppliers. (BI Publisher Report)	**Suppliers**, and then **1099/Global Withholding**, and then **1099 Reports**, and then **Withhold 1099 Report Job**, and then **1099 Report Post** / **Report** / **Copy B**	RPT_1099_JOB
APX1099G 1099-G Copy B	(USA) IRS Form 1099-G for your suppliers. (BI Publisher Report)	**Suppliers**, and then **1099/Global Withholding**, and then **1099 Reports**, and then **Withhold 1099 Report Job**, and then **1099 Report Post** / **Report** / **Copy B**	RPT_1099_JOB
APX1099I 1099-INT Copy B	(USA) IRS Form 1099-INT for your suppliers. (BI Publisher Report)	**Suppliers**, and then **1099/Global Withholding**, and then **1099 Reports**, and then **Withhold 1099 Report Job**, and then **1099 Report Post** / **Report** / **Copy B**	RPT_1099_JOB
APX1100 Debit Memo	Provides detail debit memo adjustment voucher information for your suppliers.	**Accounts Payable**, and then **Batch Processes**, and then **Vouchers**, and then **Dispatch Debit Memos**, and then **Dispatch Debit Memos**	RUN_DBMEMO_DSP
APX1101 Unpaid Debit Memos	Lists unpaid debit memo adjustment vouchers by supplier.	**Accounts Payable**, and then **Reports**, and then **Debit Memos**, and then **Unpaid Debit Memos**, and then **List of Unpaid Debit Memos**	RUN_APY1101
APX1102 Debit Memos on Hold	Lists debit memo adjustment vouchers on payment hold by supplier.	**Accounts Payable**, and then **Reports**, and then **Debit Memos**, and then **Debit Memos on Payment Hold**, and then **Debit Memos on Payment Hold**	RUN_APY1102

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Report ID and Report Name	Description	Navigation	Run Control Page
APX1103 Suppliers with Debit Memo Agreements	Lists suppliers with debit memo agreements and their debit memo options.	**Accounts Payable**, and then **Reports**, and then **Debit Memos**, and then **Suppliers with DM Agreements**, and then **Suppliers with Debit Memo Agreements**	RUN_APY1103
APX1104 Voucher Adjustment Voucher Cross Reference	Lists vouchers and their associated debit memo adjustment vouchers.	**Accounts Payable**, and then **Reports**, and then **Debit Memos**, and then **Voucher/ Debit Memo Cross Ref**, and then **Voucher/Debit Memo Cross Reference**	RUN_APY1104
APX1400 Summary AP/GL Open Liability Account Reconciliation Report	Compares the AP Open Liability balance to the GL Open Liability balance. (BI Publisher Report)	**Accounts Payable**, and then **Reports**, and then **Voucher Reconciliation**, and then **Open Liability Reconciliation**, and then **Payables Open Liability Reconciliation**	RUN_APY1405
APX1405 Detail AP/GL Open Liability Account Reconciliation Report	Shows all accounting activity for accounts payable transactions for each voucher. Use the detail report to validate the AP Open Liability balance to the General Ledger. (BI Publisher Report) See APX1400.	**Accounts Payable**, and then **Reports**, and then **Voucher Reconciliation**, and then **Open Liability Reconciliation**, and then **Payables Open Liability Reconciliation**	RUN_APY1405
APX1406 Payables Open Liability Report	Lists all open liabilities by business unit. (BI Publisher Report)	**Accounts Payable**, and then **Reports**, and then **Voucher Reconciliation**, and then **Payables Open Liability**, and then **Payables Open Liability**	RUN_APY1406

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Report ID and Report Name	Description	Navigation	Run Control Page
APX1408 Supplier Open Liability	Lists all vouchers that have not been paid by the As of Date. You can run the report in either summary or detail format for specific suppliers. The report excludes vouchers that are in the *Recycled* status and categorized scheduled payments on hold or on hold for withholding. (BI Publisher Report).	**Accounts Payable**, and then **Reports**, and then **Voucher Reconciliation**, and then **Supplier Liability Aging**	RUN_APY1406
APX1410 AP/GL Journal Reconciliation Report	Lists totals by journal line and journal ID. (BI Publisher Report).	**Accounts Payable**, and then **Reports**, and then **Voucher Reconciliation**, and then **AP/GL Journal Recon Request**, and then **AP/GL Journal Reconciliation**	APGL_RECN_REQ1
APX1420 AP/GL Account Reconciliation Report	Lists account totals by Journal ID and Account. (BI Publisher Report).	**Accounts Payable**, and then **Reports**, and then **Voucher Reconciliation**, and then **AP/GL Account Recon Request**, and then **AP/GL Account Reconciliation**	APGL_RECN_REQ2
APX2000 Payment History by Supplier	Provides a register of payments for a supplier. Using the Print Options radio buttons on the Payment History by Supplier page, you can generate either a Detail, or a Summary version of this report.	**Accounts Payable**, and then **Reports**, and then **Supplier**, and then **Payment History by Supplier**, and then **Payment History by Supplier**	RUN_APY2000

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Report ID and Report Name	Description	Navigation	Run Control Page
APX2001 Payment Register	Provides a register of payments by Pay Cycle, run date, and payment method. Using the Print Options radio buttons on the Payment Register by Payment page, you can generate either a Detail, or a Summary version of this report. The title is based on the payment method. For example, Detailed Check Register, Detailed EFT Register, etc.	**Accounts Payable**, and then **Reports**, and then **Payments**, and then **Payment History by Payment**, and then **Payment History by Payment**	RUN_APY2001
APX2004 Payment History by Bank	Provides a register of the payments for a bank. Using the Detail/Sum field on the Pymnt Control Rpt page, you can generate either a Detail, or a Summary version of this report.	**Accounts Payable**, and then **Reports**, and then **Payments**, and then **Payment History by Bank**, and then **Payment History by Bank**	RUN_APY2004
APX2021 Check Overflow Payment Advice	Produced only from the Pay Cycle Manager, generates the overflow payment advice for payment forms Check1, Check2, Check3, and LC1. You do not access a report page to generate this or other payment advices. (BI Publisher)	**Accounts Payable**, and then **Payments**, and then **Pay Cycle Processing**, and then **Pay Cycle Manager**, and then **Pay Cycle Manager**	N/A

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Report ID and Report Name	Description	Navigation	Run Control Page
APX2027 EFT/Giro/Wire Advice	Produced only from the Pay Cycle Manager, creates checks, letters of credit, and payment advice when you run the pay cycle. (BI Publisher) **Note:** If you install the bank transfer charge option, fields for information related to bank transfer charges are added to this report. (USF) If you have federal payments enabled on the Installation Options - Payables page, the purchase order ID and contract ID are included in the report, if these elements exist on the voucher.	**Accounts Payable**, and then **Payments**, and then **Pay Cycle Processing**, and then **Pay Cycle Manager**, and then **Pay Cycle Manager**	N/A
APX2030 Trial Payment Register	Provides a printable summary of payments by bank account, after payment selection and creation, but before you print checks or create EFT or ACH files. (BI Publisher Report)	**Accounts Payable**, and then **Reports**, and then **Payments**, and then **Payments Trial Register**, and then **Register**	RUN_APY2030
APX2031 SF1166 Schedule Register	(USF) Provides a listing of all vouchers that were paid by a schedule ID.	**Accounts Payable**, and then **Reports**, and then **Payments**, and then **Schedule Register**, and then **Register**	RUN_APY2030
APX2040 Payment Forecast	List of your payment forecasts.	**Accounts Payable**, and then **Reports**, and then **Forecast**, and then **Forecast Report Request**, and then **Forecast Report Request**	PYFRCST_RQST
APX2050 Payment History by Payment Method - Detail or Summary	Provides a history of payments by payment method.	**Accounts Payable**, and then **Reports**, and then **Payments**, and then **Payment History by Pay Method**, and then **Payment Hist by Pymnt Method**	RUN_APY2050

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Report ID and Report Name	Description	Navigation	Run Control Page
APX2051 Payment Aging by Bank	Provides a listing of payments aging by bank.	**Accounts Payable**, and then **Reports**, and then **Payments**, and then **Payment Aging by Bank**, and then **Payment Aging by Bank**	RUN_APY2051
APX2052 Payment Aging Summary (Detail) Report by Supplier	Provides a report listing payments aging by supplier.	**Accounts Payable**, and then **Reports**, and then **Supplier**, and then **Payment Aging by Supplier**, and then **Payment Aging by Supplier**	RUN_APY2052
APX2053 Drafts Create Detail List	Provides a detailed report for created draft payments.	**Accounts Payable**, and then **Reports**, and then **Payments**, and then **Drafts Create Detail**, and then **Draft Create Detail**	RUN_APY2053
APX2054 Drafts Create Detail - Stamp Tax Summary	Provides a summary of the draft stamp tax associated with draft payments.	**Accounts Payable**, and then **Reports**, and then **Payments**, and then **Drafts Stamp Tax Summary**, and then **Draft Stamp Tax Summary**	RUN_APY2054
APX2056 Drafts Create Summary	Provides a summary report for created draft payments.	**Accounts Payable**, and then **Reports**, and then **Payments**, and then **Drafts Create Summary**, and then **Draft Create Summary**	RUN_APY2056
APX2060 Agency Location Codes	(USF) Lists the ALC's defined in the Agency Location Code setup table for federal customers.	**Accounts Payable**, and then **Reports**, and then **Payments**, and then **Agency Location Code**, and then **Agency Location Code**	RUN_APY2060
APX2100 Open Prepayments	Lists unapplied prepaid vouchers.	**Accounts Payable**, and then **Reports**, and then **Prepayments**, and then **Open Prepayments**, and then **Open Prepayments Report**	RUN_APY2100
APX2101 Prepayment Settlements	Lists regular voucher payment schedules that have been fully applied.	**Accounts Payable**, and then **Reports**, and then **Prepayments**, and then **Prepayment Settlements**, and then **Prepayment Settlements Report**	RUN_APY2101

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Report ID and Report Name	Description	Navigation	Run Control Page
APX3012 Supplier Withholding Balances Control Report	Lists withholding activity for internal audits. Oracle recommends that you run the report on a regular basis to check the withholding summaries.	**Suppliers**, and then **1099/Global Withholding**, and then **General Reports**, and then **Withhold Control Report**, and then **Withholding Control Report**	RUN_APY3012
APX3020 Outstanding Balance by Supplier	Lists the gross amount of all the outstanding vouchers for the specified supplier.	**Accounts Payable**, and then **Reports**, and then **Supplier**, and then **Supplier Balance**, and then **Outstanding Balance by Supplier**	RUN_APY3020
APX3215 Duplicate Suppliers	Shows potential duplicate suppliers. These suppliers may share duplicate TINs, withholding names, withholding addresses, supplier names, supplier short names, or supplier addresses, depending on your search criteria. (BI Publisher Report)	**Suppliers**, and then **Supplier Information**, and then **Maintain**, and then **Duplicate Supplier Report**, and then **Duplicate Supplier Request**	DUP_RPT_POST
APX6000 Payment Archive Report	Shows payment transactions selected for archiving by Payment ID, Payment ID Reference, Name, Payment Amount, Payment Date, Clear Date, Reconcile Different Amount, Business Unit, Invoice ID, Paid Amount, and Paid Amount Discount, so you can check that the correct payments have been selected.	**Accounts Payable**, and then **Reports**, and then **Archiving**, and then **Payment Archive Report**	PYMNT_ARCH_REPT
APX6001 Voucher Archive Report	Lists vouchers selected for archiving by Voucher ID, Supplier ID, Invoice ID, Invoice Date, Gross Amount, Merchandise Amount, Currency Code, Payment ID, Paid Amount, and Paid Amount Discount, so you can check that the correct vouchers have been selected for archiving.	**Accounts Payable**, and then **Reports**, and then **Archiving**, and then **Voucher Archive Report**	VCHR_ARCH_REPT

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Report ID and Report Name	Description	Navigation	Run Control Page
APX6002 Supplier Archive Report	Lists suppliers selected for archiving by Supplier ID, Short Name, Name, Vndr Status, Vndr Class, Vndr Persist, Remit Vndr, Corp Vndr, Cust ID, Wthd Sw, VAT Sw, and Lst Activ Dt, so you can check that the correct suppliers have been selected.	**Accounts Payable**, and then **Reports**, and then **Archiving**, and then **Supplier Archive Report**	VNDR_ARCH_REPT
APX7010 Withholding Rules	Shows the information entered on the withholding rule page. For each As of Date, the report lists Withholding Rule, VAT, Freight, Sales/Use Tax, Discount, Payment, Hold, Percent, and Minimum Amount.	**Set Up Financials/ Supply Chain**, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Rules Report**, and then **Withhold Rule**	RUN_APY7010
APX7020 Withholding Types	Shows the information from the Withholding Type page. For each Withholding Type, the report lists Class and Description.	**Set Up Financials/ Supply Chain**, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Withholding Types Report**, and then **Withhold Type**	RUN_APY7020
APX7030 Withholding Entities	Shows the information from the Entity page. For each entity, the report lists supplier SetID, supplier ID, location, currency, rate type, last report date, file layout, type, jurisdiction, class, rule, business unit, account, department, product, and project ID.	**Set Up Financials/ Supply Chain**, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Withholding Entities Report**, and then **Withhold Entity**	RUN_APY7030
APX7040 Withholding Codes	Shows information entered on the Withholding Code page. For each code, the report lists entity, type, jurisdiction, and class.	**Set Up Financials/ Supply Chain**, and then **Product Related**, and then **Procurement Options**, and then **Withholding**, and then **Withholding Code Report**, and then **Withhold Code**	RUN_APY7040

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Report ID and Report Name	Description	Navigation	Run Control Page
APX7050 Withholding Calculations Query	Shows calculations made during the pay cycle that pertain to withholding. For each voucher ID, the report lists detail withholding calculation information, including withholding entity, withholding type, and withholding rules that applied to the voucher.	**Accounts Payable**, and then **Reports**, and then **Payments**, and then **Withhold Calculation**, and then **Withholding Calculation Report**	RUN_APY7050
APX8025 Japan Withholding Report	(JPN) Provides details of amounts withheld from payments for goods and services. (BI Publisher Report).	**Suppliers**, and then **1099/Global Withholding**, and then **Global Withholding Reports**, and then **Withholding Report**, and then **Withhold Report** Select *WTH* as the **Withholding Report ID.**	WTHD_RPT_RUN
APX8030 Spain IRPF Model 190	(ESP) Provides details of amounts withheld from payments for goods and services. (BI Publisher Report).	**Suppliers**, and then **1099/Global Withholding**, and then **Global Withholding Reports**, and then **Withholding Report**, and then **Withhold Report** Select *IRPF* as the **Withholding Report ID.**	WTHD_RPT_RUN
APY8031 Spain IRPF Model 190 File	(ESP) Provides a file of detailed amounts withheld from payments for goods and services.	**Suppliers**, and then **1099/Global Withholding**, and then **Global Withholding Reports**, and then **Withholding Report**, and then **Withhold Report** Select *IRPF_FILE* as the **Withholding Report ID.**	WTHD_RPT_RUN

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Report ID and Report Name	Description	Navigation	Run Control Page
APY8032 CIS (construction industry scheme) File	(UK) Provides a file of detailed amounts withheld from payments for goods and services. (SQR).	**Suppliers**, and then **1099/Global Withholding**, and then **Global Withholding Reports**, and then **Withholding Report**, and then **Withhold Report** Select *CIS* as the **Withholding Report ID.**	WTHD_RPT_RUN
APX8035 DAS-2 'Declaration d'honoraires'/Fees return	(FRA) Provides details of payments subject to DAS2. (BI Publisher Report).	**Suppliers**, and then **1099/Global Withholding**, and then **Global Withholding Reports**, and then **Withholding Report**, and then **Withhold Report** Select *DAS2* as the **Withholding Report ID.**	WTHD_RPT_RUN
APY8041 PAYG Voluntary Agreement	(AUS) Provides a payment summary for suppliers working under voluntary agreements that enable businesses to withhold amounts from their payments and send them to the ATO (SQR Report).	**Suppliers**, and then **1099/Global Withholding**, and then **Global Withholding Reports**, and then **PAYG Withholding by Supplier**, and then **Withholding by Supplier**	WTHD_RPT_RUN2
APY8042 PAYG Labour Hire	(AUS) Provides a payment summary for suppliers working under labour hire agreements that enable businesses to withhold amounts from their payments and send them to the ATO (SQR Report).	**Suppliers**, and then **1099/Global Withholding**, and then **Global Withholding Reports**, and then **PAYG Withholding by Supplier**, and then **Withholding by Supplier**	WTHD_RPT_RUN2
APY8043 PAYG No ABN Quoted	(AUS) Provides a payment summary for suppliers with no Australian Business Number (ABN) (SQR Report).	**Suppliers**, and then **1099/Global Withholding**, and then **Global Withholding Reports**, and then **PAYG Withholding by Supplier**, and then **Withholding by Supplier**	WTHD_RPT_RUN2

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Report ID and Report Name	Description	Navigation	Run Control Page
APY8044 PAYG Payment Summary Statement	(AUS) Provides details of amounts withheld from payments for goods and services to suppliers having an Australian Business Number (ABN) (SQR Report). **Note:** You must select the **Issued** option on the Withholding by Supplier page to retrieve the proper data for this report, since it provides information about the payments issued to payees during the fiscal year.	**Suppliers**, and then **1099/Global Withholding**, and then **Global Withholding Reports**, and then **PAYG Withholding Summary**, and then **Withholding Summary**	WTHD_RPT_RUN3
APX8045 PPS Remittance Advice to ATO	(AUS) Provides details of amounts withheld from payments for goods and services. (BI Publisher Report). **Note:** You must select the **Issued** option on the Withholding by Supplier page to retrieve the proper data for this report, since it provides information about the payments issued to payees during the fiscal year.	**Suppliers**, and then **1099/Global Withholding**, and then **Global Withholding Reports**, and then **Withholding Report**, and then **Withhold Report** Select *PPS1* as the **Withholding Report ID.**	WTHD_RPT_RUN
APX8048 PPS Annual Reconciliation Statement to ATO	(AUS) Provides details of amounts withheld from payments for goods and services. (BI Publisher Report).	**Suppliers**, and then **1099/Global Withholding**, and then **Global Withholding Reports**, and then **Withholding Report**, and then **Withhold Report** Select *PPS2* as the **Withholding Report ID.**	WTHD_RPT_RUN

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Report ID and Report Name	Description	Navigation	Run Control Page
APX8049 PPS Payment Summary to ATO	(AUS) Provides summary information of amounts withheld from payments for goods and services, by Tax Rate. (BI Publisher Report).	**Suppliers**, and then **1099/Global Withholding**, and then **Global Withholding Reports**, and then **Withholding Report**, and then **Withhold Report** Select *PPS3* as the **Withholding Report ID.**	WTHD_RPT_RUN
APX8050 T4A - Statement of Pension, Retirement, Annuity, and other Income	(CAN) Produces tax form T4A that reports pension, retirement, annuity, and other income, including the amount of tax withheld. (BI Publisher Report).	**Suppliers**, and then **1099/Global Withholding**, and then **Global Withholding Reports**, and then **Withholding Report**, and then **Withhold Report** Select *T4A* as the **Withholding Report ID.**	WTHD_RPT_RUN
APX8055 Withholding Report 770	(ITA) Provides details of amounts withheld from payments for goods and services. (BI Publisher Report).	**Suppliers**, and then **1099/Global Withholding**, and then **Global Withholding Reports**, and then **Withholding Report**, and then **Withhold Report** Select *IT770* as the **Withholding Report ID.**	WTHD_RPT_RUN
APX8056 1099 Withhold to Send Detail	Lists all the information created by the 1099 reporting process and is a replica of the data in the file you are sending to the IRS. (BI Publisher Report)	**Suppliers**, and then **1099/Global Withholding**, and then **1099 Reports**, and then **1099 to Send Detail**, and then **1099 to Send Report**	TO_SEND_RPT
APY8070 TDS Register	(IND) Contains detailed information for each withholding class and supplier on TDS applicable vouchers and related payments issued to the withholding entity. It also includes total amounts of applicable invoice on which tax has not been deducted. (SQR Report)	**Suppliers**, and then **1099/Global Withholding**, and then **Global Withholding Reports**, and then **TDS Reports**, and then **TDS Reports**	RUN_APY8070

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Report ID and Report Name	Description	Navigation	Run Control Page
APX8080 TDS Certificate	(IND) Certificate issued by the payer to the payee for proof of deduction of income tax. (BI Publisher Report)	**Suppliers**, and then **1099/Global Withholding**, and then **Global Withholding Reports**, and then **TDS Certificates**, and then **TDS Certificates**	RUN_APY8080
APX8085 TDS Challan Information	(IND) Report generated every month, when the payment of tax deduction for that month is paid to the government to provide information for the TDS Challan.	**Suppliers**, and then **1099/Global Withholding**, and then **Global Withholding Reports**, and then **TDS Reports**, and then **TDS Reports**	RUN_APY8070
APX8090 Work Cont. Certificate	(IND) Certificate issued by the payer to the payee for proof of deduction of tax on Work Contract.	**Suppliers**, and then **1099/Global Withholding**, and then **Global Withholding Reports**, and then **TDS Certificates**, and then **TDS Certificates**	RUN_APY8080
APX9010 Withholding Mismatch Report	Identifies all voucher lines on which the withholding applicable flag does not match the withholding flag on the supplier. The report does not compare the withholding code on the supplier to the withholding code on the voucher lines. It only checks the withholding flag. (BI Publisher Report)	**Suppliers**, and then **1099/Global Withholding**, and then **General Reports**, and then **Wthd Voucher/ Supplier Mismatch**, and then **Withhold Mismatch Request**	WTHD_MISMTCH_RQST
APX9024 Federal Schedule Report	(USF) Lists federal payment schedules paid as of a specific date. (BI Publisher Report)	**Accounts Payable**, and then **Reports**, and then **Payments**, and then **Federal Schedule**, and then **Federal Schedule Report**	RUN_APY9024
APXVR_LC Registered Voucher Listing	Lists all registered vouchers that have not been completed. For each supplier, the report lists voucher, invoice, accounting date, VAT amount, gross amount, and voucher status. (BI Publisher Report)	**Accounts Payable**, and then **Reports**, and then **Vouchers**, and then **Registered Voucher**, and then **Registered Voucher Listing**	RUN_APYVR_LC

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Report ID and Report Name	Description	Navigation	Run Control Page
BCHX1000 EFT Bank Transfer Charge Detail	Provides a list of all EFT payments processed in a specified period of time shown with bank charge information. This report supports GENX only.	**Accounts Payable**, and then **Reports**, and then **Payments**, and then **Bank Transfer Charge Detail**, and then **Process Bank Charges**	BCH_RUN_1000
FSX2025 EFT File Cover Sheet	Provides cover sheet for your EFT payments.	**Accounts Payable**, and then **Reports**, and then **Payments**, and then **EFT File Cover Sheet**, and then **Create EFT File Cover Sheet**	RUN_FIN2025
FIN2026 DTAUS Cover Sheet	(GER) Provides cover sheet for your EFT payments.	**Accounts Payable**, and then **Reports**, and then **Payments**, and then **EFT File Cover Sheet**, and then **Create EFT File Cover Sheet**	RUN_FIN2025
FSX2027 EFT Bank Advice Letter	Provides advice for your EFT payments.	**Accounts Payable**, and then **Reports**, and then **Payments**, and then **EFT Remittance Advice Letter**, and then **EFT Remittance Advice Letter**	RUN_FIN2027
FSX2028 EFT Remittance Advice Letter	Provides advice for your EFT payments.	**Accounts Payable**, and then **Reports**, and then **Payments**, and then **EFT Remittance Advice Letter**, and then **EFT Remittance Advice Letter**	RUN_FIN2027
APXT4A T4A Reporting	Provides statement of Pension, Retirement, Annuity, and Other Income.	**Suppliers**, and then **1099/Global Withholding**, and then **Global Withholding Reports**, and then **T4A/T4A-NR Reporting**	AP_T4A_RUN_CTRL
APXT4ANR T4A-NR Reporting	Provides statement of Fees, Commissions, or Other Amounts Paid to Non-Residents for services rendered in Canada.	**Suppliers**, and then **1099/Global Withholding**, and then **Global Withholding Reports**, and then **T4A/T4A-NR Reporting**	AP_T4A_RUN_CTRL

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Report ID and Report Name	Description	Navigation	Run Control Page
WTP2X_001 Japan Withholding Record	Corresponds to the year-end Japan Withholding report, which is printed per supplier. The summary sheet has both detailed and summarized information for the applicable withholding transactions that are processed (paid) in the PeopleSoft Payables module.	**Suppliers**, and then **1099/Global Withholding**, and then **Global Withholding Reports**, and then **Withholding Report by Class**, and then **Withholding Report by Class**	WTP2_RUN_WTP2_001

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