Specialized PeopleSoft 9.2
Financial Management

PeopleSoft v9.2 Accounts Payable

Financials Supply Chain Management (FSCM)
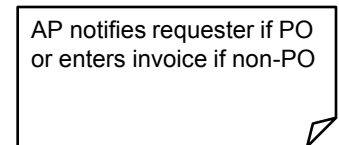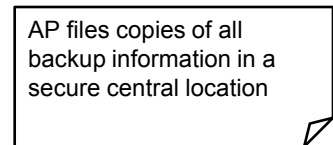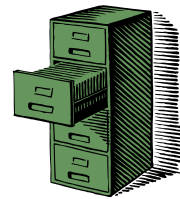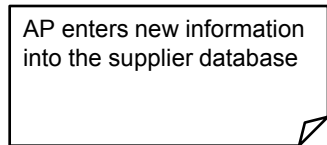
Classroom Training Guide – Day 1

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Section Name

1. **Enter and Maintain Suppliers**

2. **Approve Suppliers**

3. AP Voucher Flow & Enter/Process Non-PO Vouchers

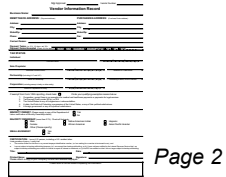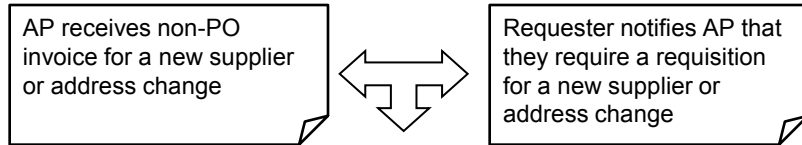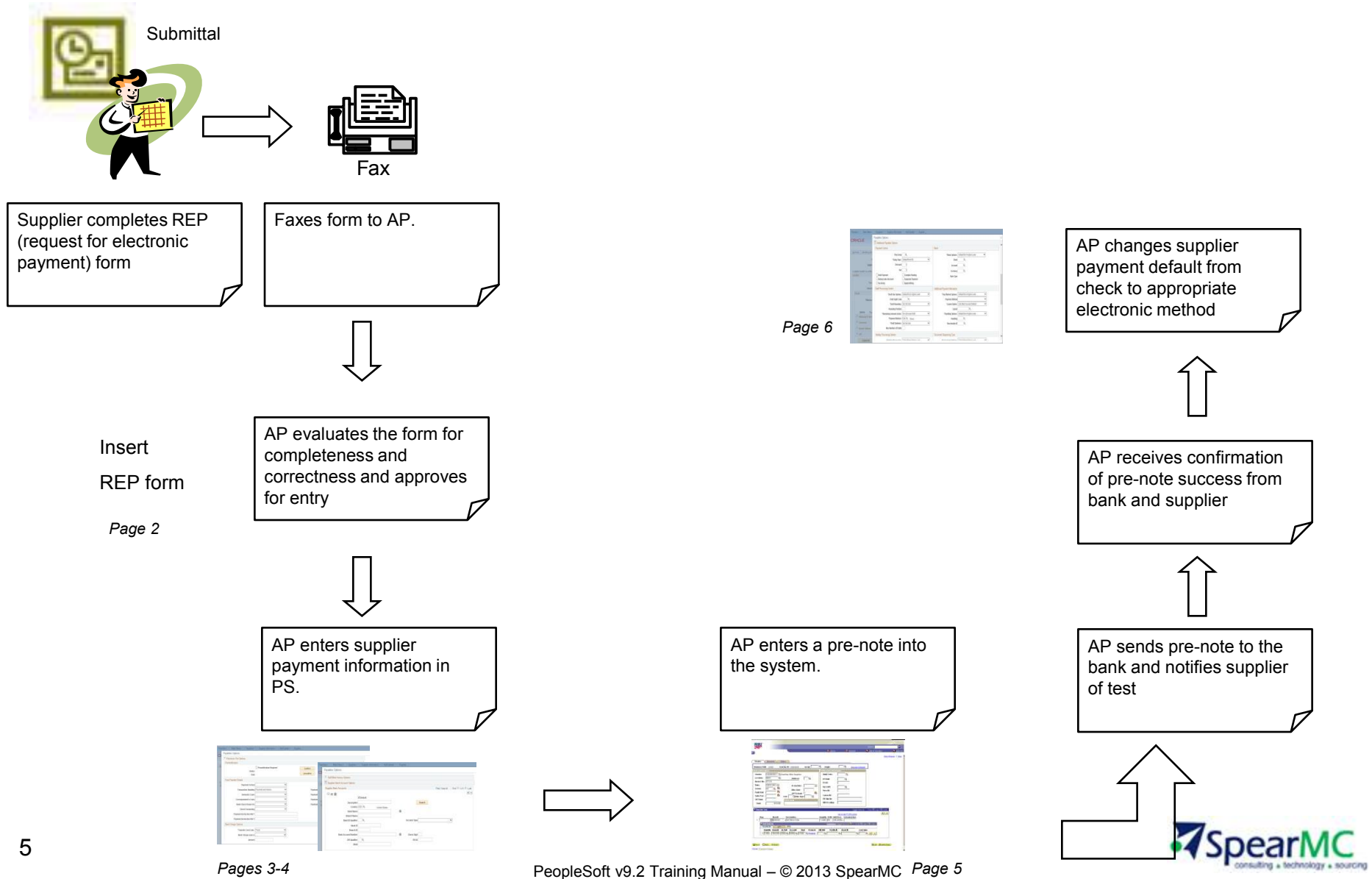4. Enter/Process Template Vouchers

5. Create Adjustment Voucher

6. Create a Reversal Voucher

7. Create a Journal Voucher

8. Voucher/Payment Posting

9. AP Payment Flow & Pay Cycle Manager

10. Create Express Check and Express Payments

11. Running Matching

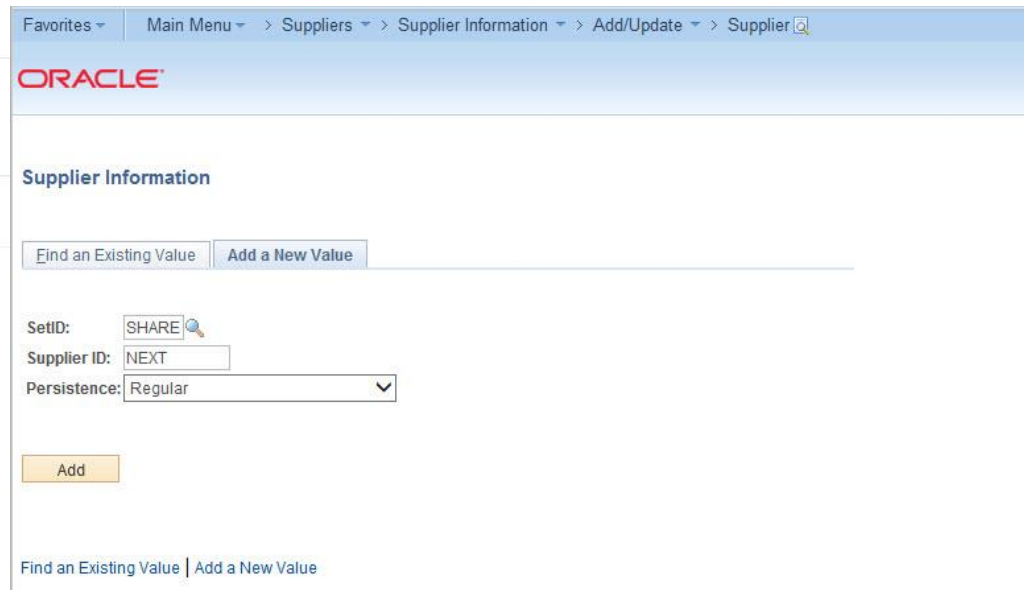12. AP Reports: AP Detailed Check Register & Payment History by Vendor

AP receives non-PO invoice for a new supplier or address change

Requester notifies AP that they require a requisition for a new supplier or address change

Page 2

AP sends VIR form to supplier. If any required information is missing

AP files copies of all backup information in a secure central location

VIR is received from supplier and verified for completeness

AP enters new information into the supplier database

AP notifies requester if PO or enters invoice if non-PO

Page 3

4

Submittal

Fax

Supplier completes REP (request for electronic payment) form

Faxes form to AP.

AP changes supplier payment default from check to appropriate electronic method

Page 6

Insert

REP form

AP evaluates the form for completeness and correctness and approves for entry

Page 2

AP receives confirmation of pre-note success from bank and supplier

AP enters supplier payment information in PS.

AP enters a pre-note into the system.

AP sends pre-note to the bank and notifies supplier of test

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Pages 3-4

Access Supplier Information Page

1. In the Navigation Bar select *Suppliers > Supplier Information > Add/Update > Supplier*
2. Click the **Add a New Value** tab
3. Click the **Add** button

Enter Supplier Information

1. Enter a *Name*
2. Enter a *Short Name*
3. Select a *Classification: Outside Party*
4. Select a *Persistence: Regular*
5. Unselect the *VAT Registration* checkbox
6. Select the *Open For Ordering* checkbox

Enter Supplier Address

1. Click the **Address** tab
2. Enter a *Description*
3. Enter the Supplier *Address*

Enter Supplier Location

1. Click the **Location** tab
2. Enter a *Description*
3. Enter the appropriate information
4. Click the **Payables** hyperlink

Enter Payment Options

1. Select the **Handling Options**: *Default*
2. Select the **Handling** method: RE
3. Select the **Payment Method**: Specify, System Check
4. Click the **OK** button

Enter Contact Information

1. Click the **Contacts** tab
2. Enter the *Contact Information*
3. Click the **Save** button